[illegible]

[illegible]

FILE TITLE/NUMBER/VOLUME: Kimsey, Herman E.

INCLUSIVE DATES: 11/16/49 - 11/12/65

CUSTODIAL UNIT/LOCATION: OP

ROOM: 5E13

DELETIONS, IF ANY:

DATE RECEIVED	DATE RETURNED	REVIEWED BY (PRINT NAME)	SIGNATURE OF REVIEWING OFFICIAL

NO DOCUMENTS MAY BE COPIED OR REMOVED FROM THIS FILE

KIMSEY, HERMAN E. 61555 D

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 10 July 1962

1. SERIAL NUMBER: 61555
2. NAME (Last-First-Middle): KIMSEY, HERMAN E.
3. NATURE OF PERSONNEL ACTION: TERMINATION
4. EFFECTIVE DATE REQUESTED: Month 9, Day 20 (30), Year 62
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: X — V TO V / V TO CF / CF TO V / CF TO CF
7. COST CENTER NO. CHARGEABLE: 3226-1064-1000; 3225-1050-1000
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS: DDP/TSD; Authentication; Graphic Arts Reproduction Branch; Analysis and Research Section
10. LOCATION OF OFFICIAL STATION: Washington, D. C.
11. POSITION TITLE: DOCUMENT TECH CH
12. POSITION NUMBER: 0652
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 1397.01
16. GRADE AND STEP: 13 (4)
17. SALARY OR RATE: 11415

18. REMARKS: Continuous Agency service from 23 March 1953 to 20 September 1962.

Form 1150 Remarks: Terminated in accordance with provisions of CIA Regulation 20-27, Separation of Surplus Personnel, pursuant to authority of Director of Central Intelligence contained in Section 102 (c) of the National Security Act of 1947, as amended. This termination does not affect your right to seek or accept employment in any other department or agency of the U. S. Government if you are declared eligible for such employment by the U. S. Civil Service Commission.

Authorized Maximum Separation Compensation in accordance with the provisions of CIA Regulation 20-32, Separation Compensation.

19A. SIGNATURE OF REQUESTING OFFICIAL: JAMES R. SHIELDS
DATE SIGNED:
19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: JAMES R. SHIELDS, TSD/CMO
DATE SIGNED:

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

Date of birth: 12 11 16

EOD DATA

44. POSITION CONTROL CERTIFICATION
45. O.P. APPROVAL
DATE APPROVED: 26 SEP 1962

Director of Personnel

FORM 1152 USE PREVIOUS EDITION

SECRET

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED	Mo 05 Da 09 Yr 60
X V to V / UV to V / V to UV / UV to UV	X (V to V)
1. Serial No.	
2. Name (Last-First-Middle)	KIMSEY, Herman E.
3. Date of Birth	Mo 12 Da 11 Yr 16
4. Vet. Pref.	
5. Sex	M
6. CS - EOD	
7. SCD	
8. CSC Retmt.	
9. CSC Or Other Legal Authority	
10. Apmt. Affidav.	
11. FEGLI	
12. LCD	
13. Mil. Serv. Credit, LCD	

PREVIOUS ASSIGNMENT

14. Organizational Designations	DDP/TSS Authentication Graphic Arts Reproduction Div Analysis and Research Branch
15. Location Of Official Station	Washington, D.C.
16. Dept.-Field	Dept. - X Code 2
17. Position Title	IO TECH AIDS
18. Position No.	92
19. Serv.	GS
20. Occup. Series	0136.63
21. Grade & Step	13 3
22. Salary Or Rate	$ 10,370
23. SD	D
24. Date Of Grade	02 1? 57
25. PSI Due	05 ?6 61
26. Appropriation Number	0225-1005-1000

ACTION

27. Nature Of Action	REASSIGNMENT
Code	42
28. Eff. Date	[illegible]
29. Type Of Employee	REGULAR
30. Separation Date	

6

PRESENT ASSIGNMENT

31. Organizational Designations	DDP/TSD Authentication Graphic Arts Reproduction Branch Analysis and Research Section
32. Location Of Official Station	
33. Dept.-Field	Code 2
34. Position Title	DOCUMENT TECH-CH
35. Position No.	658
36. Serv.	GS
37. Occup. Series	1397.01
38. Grade & Step	
39. Salary Or Rate	$
40. SD	
41. Date Of Grade	02 1? 57
42. PSI Due	05 ?6 61
43. Appropriation Number	

SOURCE OF REQUEST

A. Requested By (Name And Title)

B. For Additional Information Call (Name & Telephone Ext.) Emanuele Fontana ext. 3031

C. Request Approved By (Signature And Title) JAMES R. SHIELDS Career Management Officer, TSD

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	[illegible]	[illegible]	D. Placement		
B. Pos. Control	[illegible]	[illegible]	E.		
C. Classification			F. Approved By	[illegible]	

Remarks

Processed by CSPD

Form 1152a (1-57) Use previous edition

SECRET

14-00000

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

NOT VOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr. - Miss - Mrs. - One given name, initial(s), and surname): MR. HERMAN E. KILSEY
2. DATE OF BIRTH: 11 Dec 1916
3. REQUEST NO.:
4. DATE OF REQUEST: 24 Jan 57
5. NATURE OF ACTION REQUESTED
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.): PROMOTION
B. POSITION (Specify whether establish, change grade or title, etc.):
6. EFFECTIVE DATE A. PROPOSED: B. APPROVED:
7. C.S. OR OTHER LEGAL AUTHORITY:

	FROM		TO
8. POSITION TITLE AND NUMBER	IO TECH AIDS BY 92		IO TECH AIDS BY 92
9. SERVICE, GRADE, AND SALARY	GS-0136.63-12 $7785 per annum		GS-0136.63-13 $8990 per annum
10. ORGANIZATIONAL DESIGNATIONS	DDP/TSS Authentication Graphic Arts Reproduction Division Analysis and Research Branch		DDP/TSS Authentication Graphic Arts Reproduction Division Analysis and Research Branch
11. HEADQUARTERS	Washington, D.C.		Washington, D.C.
12. FIELD OR DEPARTMENTAL	FIELD [ ] DEPARTMENTAL [XX]		FIELD [ ] DEPARTMENTAL [XX]

A. REMARKS (Use reverse if necessary)

B. REQUESTED BY (Name and title)

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension): Dave Richards Ext. 3031

D. REQUEST APPROVED BY
Signature: Jasper L. Olmstead
Title: Career Management Officer, TSS

13. VETERAN PREFERENCE: NONE | 5 PT | OTHER | 5 PT | 10 POINT DISAB. OTHER — X

14. POSITION CLASSIFICATION ACTION: NEW | REES. | C.A. | REAL — SD-DT

15. SEX: M 16. RACE: W

17. APPROPRIATION: FROM 7-2505-20 TO Same

18. SUBJECT TO C.S. RETIREMENT ACT: Yes

19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)

20. LEGAL RESIDENCE: [ ] CLAIMED [ ] PROVED STATE CALIF.

21. STANDARD FORM 50 REMARKS

22. CLEARANCES | INITIAL OR SIGNATURE | DATE | REMARKS
A.
B. CIVIL OR POS. CONTROL — 31 Jan 57
C. CLASSIFICATION
D. PLACEMENT OR EMPL.
E.
F. APPROVED BY

SECRET

JSB 25 Jan 57

14-00000

PERSONNEL INFORMATION CARD

The following applicable items must be [illegible] immediately when an employee (1) enters on duty [illegible] changes name, home or office address or telephone number, (3) transfers to an[illegible] component of the agency, or (4) is to be absent from agency for more than 10 days in which case enter the office telephone number of the administrative officer, (5) changes marital status.

HERE: STATE TYPE OF CHANGE

NAME: Kinsey, Herman Edward DATE: 2 April 1953

OFFICE DESIGNATION & LOCATION: A&R GA&O TCS Central 2? 2792

NEW ADDRESS:

PRESENT ADDRESS: 1723 "Q" St. N.W.

HOME TELEPHONE NO: National 8-2786 MARITAL STATUS: Single

IS THIS INDIVIDUAL'S NAME TO BE INCLUDED IN THE TELEPHONE DIRECTORY? YES ☐ NO ☒

REMARKS: Return to 1107-I

SERIAL NO.	NAME		DESIGNATION			OFFICE		OFFICE TELEPHONE NUMBER	HOME PHONE				DATE		
			OFF	DIV	BR	ROOM	BUILDING		EXCHANGE	NUMBER			DAY	MO	YR

FORM 000400

SECRET
(When Filled In)

DD/P
PERSONNEL DATA SHEET

NAME: MR. HERMAN E. KIMSEY | AGE 40 years | DATE 24 January 1957
STATION Washington, D.C.
ASSIGNMENTS IO TECH AIDS | DDP UNIT TSS | PRIMARY CAREER DESIGNATION DT

PRESENT GRADE GS-12
PROPOSED GRADE GS-13
CS TRAINING

PRESENT TO SLOT NUMBER & GRADE BY 92

PROPOSED TO SLOT NUMBER & GRADE BY 92 GS-13

EDUCATION:

Two years coll. - No degree

LANGUAGE:

Japanese - slight

EXPERIENCE PRIOR TO CIA (Excluding SSU OSS):

1941-'43-Military Service
'44-'45-McCloud River Lbr. Co., Brakeman, $1.10 p/h
'44-'48-U.S. Forest Service, Camp Administrator
'48-'51-Military Service

SUMMARY OF CIA CAREER ASSIGNMENTS INCLUDING PREVIOUS GRADES AND DATES

Appt. - 23 Mar 1953-Tech Projects Off, GS-9
Reassign-13 Sept 1953, Technologist, TSS/GARD, GS-9
Promot-9 May 1954-Technologist, TSS/GARD, GS-11
Reass-27 Feb 1955-IO Tech Aids, TSS/GARD, GS-11
Promot-19 Jun 1955-IO Tech Aids, TSS/GARD, GS-12

RECOMMENDED BY

JOSEPH F. MARZEN
Acting Chief, TSS/GARD

[illegible]

CHARLES J. RYAN
AC/TSS/AUTH

SEE ATTACHED MEMORANDUM

G-3467
10 January 1956

MEMORANDUM FOR : Chief, TSS Administrative Staff

SUBJECT : Request for Promotion - Herman E. Kimsey

1. It is requested that Herman E. Kimsey be promoted from GS-12 to GS-13. Mr. Kimsey has been in grade for over 18 months. Mr. Kimsey has been Chief of the A&R Section of GARD for over 22 months. During this time he has exhibited ability in conducting and managing the activities of his branch. Mr. Kimsey is a Questioned Documents Analyst and is well-fitted to perform the duties required of the A&R Branch.

2. It is recommended that Mr. Kimsey be promoted to GS-13.

Joseph F. Marzen
JOSEPH F. MARZEN
Acting Chief, TSS/GARD

Distribution:
2 - Addressee
1 - TSS/SRB
1 - TSS/GARD/file
1 - TSS/GARD/Chrono

Concurs - C J Ryan

SECRET
(When filled in)

DD/P

PERSONNEL DATA SHEET

NAME: KINSEY, Herman F. AGE: 39 years DATE: 27 May 1955

STATION Washington, D.C.
AND DUTIES: IO Tech Aids DD/P UNIT: TSS PRIMARY CAREER DESIGNATION: DT

PRESENT GRADE: GS-11
PROPOSED GRADE: GS-12
CIA TRAINING:

PRESENT T/O SLOT NUMBER AND GRADE: BY 92 GS-11

PROPOSED T/O SLOT NUMBER AND GRADE: BY 92 GS-12

EDUCATION: Two years college - no degree

LANGUAGE PROFICIENCY:
Japanese - slight

ASSESSED: DATE: TYPE OF POSITION: RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):
'41 - '43 - Military Service
'44 - '45 - Mc Cloud River Lbr. Co., Brakeman, $1.10 p/h
'46 - '48 - U.S. Forest Service, Camp Administrator
'48 - '51 - Military Service

SUMMARY OF CIA-SSU-OSS ASSIGNMENTS INCLUDING PREVIOUS GRADES AND DATES:
Appt 23 Mar 1953, Tech Projects Off. GS-9
Reassignment 13 Sept 1953, Technologist, GARD GS-9
Promotion 9 May 1954 - Technologist, GARD GS-11
Reassign 27 Feb 55 - IO Tech Aids, GARD, GS-11

RECOMMENDED BY:
CHARLES YEOH, JR.
Chief, TSS/GARB

CONCURRENCES:

RECOMMENDATION OF CAREER SERVICE BOARD: Mr. Kimsey has been Acting Chief of the Analysis and Research Branch of GARD for over 12 months and during this time has exhibited ability in conducting and directing the activities of this Branch. Mr. Kimsey is a professional document analyst and is very well fitted to perform GARD duties required of the Analysis and Research Branch, both in its connections as Quality Control for GARD document production and as Handwriting Typewriter and Falsification analyst. Request that in view of the foregoing, Mr. Kimsey be promoted to GS-12.

FORM NO. 1 JAN 54 59-44

SECRET

(4)

14-00000

SECRET

STANDARD FORM 52
PRESCRIBED BY THE
U. S. CIVIL SERVICE COMMISSION
[illegible]

REQUEST FOR PERSONNEL ACTION

VOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname) Mr. [illegible] E. KINSEY	2. DATE OF BIRTH 11 Dec 1916	3. REQUEST NO.	4. DATE OF REQUEST 27 May 55
5. NATURE OF ACTION REQUESTED: A. PERSONNEL (Specify whether appointment, promotion, separation, etc.) PROMOTION B. POSITION (Specify whether establish, change grade or title, etc.)		6. EFFECTIVE DATE A. PROPOSED: B. APPROVED: 19 JUN 1955	7. C. S. OR OTHER LEGAL AUTHORITY

FROM—		TO—
IO TECH AIDS BY 92-11	8. POSITION TITLE AND NUMBER	IO TECH AIDS BY 92
GS-0136.03-11 $5940 per annum	9. SERVICE, GRADE, AND SALARY	GS-0136.03-12 $7040 per annum
DDP/Technical Services Staff Authentication Graphic Arts Reproduction Division Analysis and Research Branch	10. ORGANIZATIONAL DESIGNATIONS	DDP/Technical Services Staff Authentication Graphic Arts Reproduction Division Analysis and Research Branch
Washington, D.C.	11. HEADQUARTERS	Washington, D.C.
☐ FIELD ☒ XX DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	☐ FIELD ☒ XX DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

APPROVED BY TSS CAREER SERVICE PANEL

B. REQUESTED BY (Name and title)

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
Tom Clines x 3031

D. REQUEST APPROVED BY
Signature: [signature] JASPER L. OLMSTEAD
Title: Career Management Officer, TSS

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5 PT.	10 POINT DISAB.	10 POINT OTHER
			X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL.

SD-IT

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 5-2515-20 TO: same	Yes		☐ CLAIMED ☐ PROVED STATE:

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL	[initials]	6/7/55	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	[initials]	6-8-55	
E.			
F. APPROVED BY	[signature] Robert F. [illegible]	[signature] Orville C. [illegible] 6-8-55	

16—57390-1

14-00000

STANDARD FORM 52

SECRET

REQUEST FOR PERSONNEL ACTION

VOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr. - Miss - Mrs. - One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
MR. HERMAN E. KIMSEY	11 Dec. 1916		16 Feb. 55

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
REASSIGNMENT

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE A. PROPOSED:
B. APPROVED:

7. C.S. OR OTHER LEGAL AUTHORITY

FROM—		TO—
TECHNOLOGIST BY 93	8. POSITION TITLE AND NUMBER	I.O. (TECH AIDS) BY 92-11
~~GS-1390.01-11 $5940 per annum~~	9. SERVICE, GRADE, AND SALARY	GS-0136.63-11 $5940 per annum
~~DDP/Technical Services Staff~~ ~~Graphic Arts Reproduction Division~~ ~~Analysis and Research Branch~~	10. ORGANIZATIONAL DESIGNATIONS	DDP/Technical Services Staff Graphic Arts Reproduction Division Analysis and Research Branch
~~Washington, D.C.~~	11. HEADQUARTERS	Washington, D.C.
[ ] FIELD [X] DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	[ ] FIELD [X] DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

APPROVED BY TSS CAREER SERVICE PANEL

B. REQUESTED BY (Name and title)

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
Tom Clines x 3031

D. REQUEST APPROVED BY
Signature: MARION D. SHAW
Title: Career Management Officer, TSS

13. VETERAN PREFERENCE: NONE | 5 PT. | OTHER | 10 POINT: DISAB. OTHER — X

14. POSITION CLASSIFICATION ACTION: SD-TS DT

15. SEX: M 16. RACE: W

17. APPROPRIATION FROM 5-2515-20 TO same

18. SUBJECT TO C.S. RETIREMENT ACT: Yes

19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)

20. LEGAL RESIDENCE [ ] CLAIMED [ ] PROVED STATE:

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CLIL OR POS CONTROL		2/18/55	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	OCD	2-21-55	
E.			
F. APPROVED	Ralph L. [signature]		[signature] 2-21-55

SECRET

14-00000

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs. One given name, initial(s), and surname): MR. [illegible] E. KINSEY

2. DATE OF BIRTH: 11 December 1916

3. REQUEST NO.:

4. DATE OF REQUEST: 23 April 1954

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.): PROMOTION
B. POSITION (Specify whether establish, change grade or title, etc.):

6. EFFECTIVE DATE
A. PROPOSED:
B. APPROVED: 9 MAY 1954

7. C. S. OR OTHER LEGAL AUTHORITY:

	FROM—		TO—
8. POSITION TITLE AND NUMBER	TECHNOLOGIST BY 93-9		TECHNOLOGIST BY 93
9. SERVICE, GRADE, AND SALARY	GS-1390.01-9 $5185		GS-1390.01-11 $5940
10. ORGANIZATIONAL DESIGNATIONS			DDP/Technical Services Staff Graphic Arts Reproduction Div ~~[illegible] Analysis~~ Analysis & Research Branch
11. HEADQUARTERS			Washington D. C.
12. FIELD OR DEPARTMENTAL	FIELD [ ] DEPARTMENTAL [XX]		FIELD [ ] DEPARTMENTAL [XX]

A. REMARKS (Use reverse if necessary)

PERIODIC STEP [illegible] 23 March

TO SALARY $ 5185

B. REQUESTED BY (Name and title)

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension): Tom Olines 8305

D. REQUEST APPROVED BY: HAROLD O. JENKINS
Signature: [signature]
Title: Acting Personnel Officer, TSS

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5 PT	10 POINT DISAB.	10 POINT OTHER
			X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I.A.	REAL.

CD-TS

15. SEX: M
16. RACE: W
17. APPROPRIATION
FROM: 4-2515-20
TO: 4-2515-20

18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO): Yes

19. DATE OF APPOINT-MENT AFFIDAVITS (ACCESSIONS ONLY):

20. LEGAL RESIDENCE [ ] CLAIMED [ ] PROVED
STATE:

21. STANDARD FORM 50 REMARKS

Approved by TSS Career Service Board (JEC)

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL	AC	27 Apr 54	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	[illegible]	5/7/54	
E.			

F. APPROVED BY [signature] 5/7/54

10-67828-6

14-00000

STANDARD FORM 52

SECRET

REQUEST FOR PERSONNEL ACTION

VOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr. - Miss - Mrs. - One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. NORMAN E. KINSEY	11 Dec '16		23 Mar 54

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
REASSIGNMENT

6. EFFECTIVE DATE A. PROPOSED: APR 1 1954
B. APPROVED:

7. C. S. OR OTHER LEGAL AUTHORITY

B. POSITION (Specify whether establish, change grade or title, etc.)

	FROM—		TO—
8. POSITION TITLE AND NUMBER	TECH PROJECTS OF BY 256-9		TECHNOLOGIST BY 93-9
9. SERVICE, GRADE, AND SALARY	GS-1390-9 ~~$5060~~ 5185		GS-1390.01-9 ~~$5060~~ 5185
10. ORGANIZATIONAL DESIGNATIONS	~~DDP/Technical Services Staff~~ ~~Graphic Arts Reproduction Div~~ Office of the Chief		DDP/Technical Services Staff Graphic Arts Reproduction Div Analysis & Research Branch
11. HEADQUARTERS	~~Washington D. C.~~		Washington D. C.
12. FIELD OR DEPARTMENTAL	[ ] FIELD [XX] DEPARTMENTAL		[ ] FIELD [XX] DEPARTMENTAL

A. REMARKS (Use reverse if necessary)
28 Mar 54
5185

B. REQUESTED BY (Name and title)

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
Tom Clines 6305

D. REQUEST APPROVED BY
Signature: HAROLD O. JENKINS
Title: Acting Personnel Officer, TSS

13. VETERAN PREFERENCE

NONE	WAR	OTHER	5 PT.	10 POINT DISAB	10 POINT OTHER
			X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL.

CD-TS

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES - NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 4-2515-20 TO: 4-2515-20	Yes		[ ] CLAIMED [ ] PROVED STATE:

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL		2 Apr 54	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			

F. APPROVED BY

SECRET

14-00000

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—(One given name, initial(s), and surname): Mr. Herman E. KINSEY
2. DATE OF BIRTH: [illegible]
3. REQUEST NO.:
4. DATE OF REQUEST: 21 Aug 53

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.): Reassignment
B. POSITION (Specify whether establish, change grade or title, etc.):

6. EFFECTIVE DATE
A. PROPOSED: 13 Sept 53
B. APPROVED: 13 Sept 53

	FROM—		TO—
8. POSITION TITLE AND NUMBER	TECH PROJECTS OFF BY 256-9		Same
9. SERVICE, GRADE, AND SALARY	GS-1390-9 $5060		"
10. ORGANIZATIONAL DESIGNATIONS	DDP/Technical Services Staff Graphic Arts Reproduction Div Office of the Chief		" " "
11. HEADQUARTERS	Washington D. C.		"
12. FIELD OR DEPARTMENTAL	☐ FIELD ☒ DEPARTMENTAL		☐ FIELD ☒ DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Transfer to Vouchered Funds from Unvouchered Funds.

B. REQUESTED BY (Name and title)

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)

D. REQUEST APPROVED BY ROBERT W. MUNSTER
Signature:
Title: Personnel Officer, TSS

13. VETERAN PREFERENCE: NONE | WWII | OTHER | DPT. | 10 POINT (DISAB / OTHER) — X, X

14. POSITION CLASSIFICATION ACTION: NEW | SUCC. | E.A. | REAL. — [illegible]-TS

15. SEX: M
16. RACE: W
17. APPROPRIATION — FROM: 4-2515-10 TO: 4-2515-20
18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO): Yes
19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)
20. LEGAL RESIDENCE ☐ CLAIMED ☐ PROVED STATE.

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			

F. APPROVED BY [illegible] AUG [illegible] 1953

14-00000

SECRET
SECURITY INFORMATION

ENTRANCE ON DUTY NOTICE

1. DATE	23 March 1953
2. TO:	Mr. Muenster Qusters Eye
3. OFFICE (Division, Branch, Etc.)	TSS GS 9 $5060.00

4. THE PERSON NAMED BELOW MEETS THE STANDARDS FOR EMPLOYMENT WITH THIS AGENCY SUBJECT TO THE TYPE OF CLEARANCE INDICATED IN ITEM NO. 9. THE SIGNED CLEARANCE FROM I&S FOR ENTRANCE ON DUTY HAS BEEN MADE A PART OF THE PERSONNEL FILE OF THIS INDIVIDUAL. HE/SHE IS REPORTING FOR DUTY THIS DATE.

5. NAME (Last)	(First)	(Middle)
KIMSEY	HERMAN	EDWARD

6. JOB TITLE AND GRADE: TECH. PROJ. OFFICER GS 9

7. EFFECTIVE DATE OF ACTION: 23 March 1953

8. [XX] E.O.D.
[ ] REASSIGNMENT
OTHER:

9. TYPE CLEARANCE: Full

10. REMARKS (Include Medical or Other Limitations)

Frank J. Dewald Jr.
PERSONNEL OFFICE

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FORM NO. 37-116 PREVIOUS EDITIONS [illegible] TO BE USED
NOV 1952

SECRET

14-00000

CONFIDENTIAL

REPORT OF INTERVIEW

NAME	Herman Edw. Kinsey
REFERRED BY	[illegible]
HOME ADDRESS	Box 185, McClond, [illegible]
TELEPHONE	
BUSINESS ADDRESS	[illegible] – VMC 4 – 634 – Wash. D.C.
TELEPHONE	
DATE OF BIRTH	30 yrs old
PLACE OF BIRTH	
CITIZENSHIP (HOW ACQUIRED)	U – [illegible]
NAME OF SPOUSE	Single – no [illegible] –
DATE OF BIRTH	
PLACE OF BIRTH	
CITIZENSHIP (HOW ACQUIRED)	
SALARY REQUESTED	13-9
NO. OF DEPENDENTS	1 – Mother
INTERVIEWER	

EDUCATION (SCHOOLS, DEGREES, DATES, MAJORS, EXTRA-CURRICULAR ACTIVITIES)

File

Subject is currently employed in the CIC [illegible], not [illegible] at Ft. Holabird. [illegible] 8-30-52

MAJOR EMPLOYMENT HISTORY (PRINCIPAL OCCUPATION, SPECIAL SKILLS, SALARY LEVELS)

File –

MILITARY OCCUPATION (RANK, SERIAL NO., DATES OF SERVICE, DUTIES AND AREAS)

5/41 – 11/43 – CDD – [illegible] on 2d [illegible] – Army
11/43 – 1944 – [illegible] CIC – [illegible] (Holabird), & then [illegible] as [illegible] for 11 [illegible] – [illegible] – collection of [illegible], etc.
[illegible] – CIC. [illegible] [illegible] at army [illegible] [illegible] [illegible] [illegible] [illegible] for – 15 [illegible] & Korea [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible]

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AREA KNOWLEDGE (RESIDENCE OR STUDY)

[illegible] - '42 - 1944 - 12 mo. - U.C. -
'' - 1950 - 6 mo. - '' - "Like" -
[illegible] - 1957 - 10 mo. - '' - "OK" -

LANGUAGE FACILITY

"[illegible] fluency" — [illegible]

[illegible] - N3 1957.

EVALUATION AND RECOMMENDATIONS (BE COMPLETE AND JUSTIFY DECISIONS, NOTE ANY UNFAVORABLE CIRCUMSTANCES.)

[illegible]; solid; good appearance; clean; mature; [illegible];
confident; seems of average intelligence — certainly
[illegible] "brain". Handles himself OK — impressed as
a plugger — [illegible] — probably [illegible]
[illegible] dependable [illegible], on an individual [illegible].
[illegible] interested in [illegible]; doesn't [illegible] money, [illegible]
[illegible] with [illegible]. [illegible] instruction at [illegible],
[illegible] would [illegible]
[illegible] — [illegible]
[illegible]. Would [illegible] at [illegible] — [illegible]
[illegible]
[illegible]; C/C information ([illegible] + [illegible]); [illegible]
[illegible]
[illegible] - 1KC - FE -
[illegible] 3[illegible] 3[illegible].

14-00000

SOURCE	REPORT OF INTERVIEW		NTROL NUMBER
FIELD [ ] CASUAL [ ]	Bal. 1643-9 1606		DATE 11-16-49

RECOMMENDED FOR BRANCH	DESK	REFERRED BY

NAME (LAST) (FIRST) (MIDDLE)	GRADE	DEPT., OFFICE OR BRANCH
Kinsey, Herman Edward		

SERIAL NUMBER	ORGANIZATION	DATE OF BIRTH
		12-11-16

ADDRESS (~~BUSINESS OR MILITARY~~) Hotel	TELEPHONE
Y.M.C.A. 1736 G St.	

ADDRESS (HOME)	TELEPHONE

CITIZENSHIP (HOW ACQUIRED)
Born in New Mexico

NAME (HUSBAND OR WIFE)	DATE OF BIRTH
Ny. Jelano	

PLACE OF BIRTH	CITIZENSHIP (HOW ACQUIRED)
	(aw)

EDUCATION (SCHOOLS, DEGREES, DATES, MAJORS, GRADES, AND EXTRA CURRICULAR ACTIVITIES)

LANGUAGES (DEGREE OF FLUENCY, HOW ACQUIRED)

FOREIGN EXPERIENCE (EXTENT AND PURPOSE)

PRINCIPAL CIVILIAN EXPERIENCE (MAIN OCCUPATION, SPECIAL SKILLS, ACCOMPLISHMENTS, ELECTIVE OFFICES)

MILITARY EXPERIENCE (PRINCIPAL DUTIES, SERVICE SCHOOLS. IF OFFICER: MANNER OF PERFORMANCE RATINGS; IF EM: AGCT SCORE, DEGREE OF SKILLS, MOS AND MOS TITLES.

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CANDIDATE MUST NOT SEE THIS PAGE

UNFAVORABLE CIRCUMSTANCES [illegible]

REMARKS: (ADDITIONAL PERTINENT INFORMATION)

Sent in by Schmidt - I & S for interview & testing.
- Has been interviewed in the Band -
Good appearance. Neatly dressed - pleasant

May be a good man as a plugging type. Conscientious worker but doubt very much that he is a "flash" at anything! Very slow spoken.

[illegible] - He will bring in typed [illegible] 57's [illegible] & [illegible]!

CLEARED FOR CONSIDERATION BY:

SERVICE RECORD CHECKED: FORM NO. 88-1 FORM NO. 57

RATINGS

FACTORS	SUP	E	VS	S	UNS	EXPLANATION
MOTIVATION - ENERGY, EFFORT, INITIATIVE, INTEREST IN ASSIGNMENT.						
PRACTICAL INTELLIGENCE - JUDGMENT, DECISIVENESS, ALERTNESS, PERCEPTION.						
STABILITY - EMOTIONAL CONTROL AND MATURITY, ABSENCE OF NERVOUS SYMPTOMS.						
ABILITY TO WORK WITH OTHERS - TACT, ABSENCE OF ANNOYING TRAITS.						
LEADERSHIP - ORGANIZING ABILITY, ABILITY TO WIN COOPERATION.						
PHYSICAL ABILITY - APPEARANCE, PRESENCE, VIGOR, STAMINA.						

[illegible signature]
SIGNATURE DATE

SECRET
(When Filled In)

BIOGRAPHIC PROFILE (PART I)

1. SERIAL NO.: 61555

2. NAME (Last-First-Middle): KINSEY, Herman Edward | 3. SEX: M | 4. DATE OF BIRTH: Dec 1916 | 5. LONGEVITY COMP. DATE: 23 Mar 1953

6. MARITAL STATUS: Single | 7. DEPENDENT(S) (Includ. employee): 0 | 8. YEAR(S) OF BIRTH: | 8. US NATURALIZATION DATE(S): NA | SPOUSE:

9. CAREER STAFF STATUS: MEMBERSHIP: Mar 1956 | OTHER STATUS: | 10. LAST MED. PPT. / QUAL. FOR: Feb 1959 O/S TDY | EVAL. FOR: TDY O/S

11. CURRENT RESERVE STATUS: NONE SERVICE: X | GRADE: | ACTIVE DUTY WITH CIA CAT. | RELEASE TO MIL. SER. CAT. | TO BE DEFERRED CAT. | RETIRED

12. ASSESSMENT DATE: None | 13. PROFESSIONAL TEST DATE: None | 14. LANGUAGE APTITUDE TEST DATE: None

15. NON-CIA EMPLOYMENT
1935-45 McCloud River Lumber Co, McCloud, California - Lumberman, Brakeman (intermittently)
1941-43 Military Service, US Army, Sgt - Intelligence Non-commissioned Officer
1939; 1940; 1945-46 Dept of Agriculture, US Forest Service, Calif - Forest Guard; Camp Superintendant
1946-49; 1950-53 Military Service, US Army, CIC, M/Sgt - Instructor USA; Special Agent in charge of Document Laboratory, Japan; Special Agent, Combat CIC Team, Korea; Instructor & Chief, Investigative Laboratory, USA.

16. NON-CIA EDUCATION
High school graduate
Various Military Schools

17. FOREIGN LANGUAGE ABILITIES (Language, Proficiency, Date Tested): None

18. AGENCY SPONSORED TRAINING
1955 Non-clerical Basic Typing

19. CIA EMPLOYMENT HISTORY SINCE 18 SEPT 1947 (Personnel Actions, Military Orders, and Principal Details)

EFFECTIVE DATE	POSITION TITLE & OCCUPATIONAL CODE		GRADE	SD	ORGANIZATION & ORGAN. TITLE (If any)	LOCATION
Mar 1953	Tech Proj Off	301	9		TSS/Graphic Arts Reproduction	Hq
Feb 1954	Technologist	1390.01	9	TS	DDP/TSS/GARD/Ch,Anal&ResBranch	"
May 1954	"	1390.01	11	DT	" " " " " "	"
Jun 1955	I.O. (Tech Aids)	0136.63	12	DT	DDP/TSS/Auth/GARD/Ch,Anal&Res	"
Feb 1957	" " "	0136.63	13	DT	" " " " " " " "	"
May 1960	Document Tech	1397.01	13	D	" " " " " " " "	"

20. DATE PREPARED: 15 Sep 1961 | 21. PROFILE PREPARED BY: OP/PCD/CAP/ | 22. DATE PROFILE REVIEWED & VERIFIED BY EMPLOYEE: 3 Aug 1959

FORM 1200 (PART I) USE PREVIOUS EDITIONS. SECRET PROFILE

SECRET
(When Filled In)

FILE SERIAL NO.	BIOGRAPHIC PROFILE (PART 2)
67555	

NAME (Last-First-Middle)	DATE OF BIRTH
KINSEY, Herman Edward	Dec 1916

23. SUMMARIES OF EVALUATIVE REPORTS FOR THE PAST TWO YEARS

See Attachment

24. SUMMARY OF CAREER PREFERENCE OUTLINE AND/OR FIELD REASSIGNMENT QUESTIONNAIRE

25. IDENTITY OF OTHER DOCUMENTS WHICH SHOULD BE REVIEWED IN DETAIL

26. ADDITIONAL INFORMATION

Appreciation 1953 from Chief, NEA for excellent work on Report G-145 performed by TSS personnel. Endorsed by Chief, GAAS/TSS.

Commendation 1955 from the field, conveyed by the Career Management Officer, TSS for efficiency in rendering support to an operation.

27. DATE REVIEWED	28. PROFILE REVIEWED BY
15 Sep 1961	OP/POC/CAB/hms

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 61555

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
KIMSEY, Herman E.	11 Dec 1916	M	GS-13

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
D	DOCUMENT TECH CH	DDP/TSD/AUTH/GARB

8. CAREER STAFF STATUS: NOT ELIGIBLE; X MEMBER; DEFERRED; PENDING; DECLINED; DENIED

9. TYPE OF REPORT: INITIAL; X ANNUAL; REASSIGNMENT/SUPERVISOR; REASSIGNMENT/EMPLOYEE; SPECIAL (Specify)

10. DATE REPORT DUE IN O.P.: 31 January 1961

11. REPORTING PERIOD: From Jan 1960 thru Dec 1960

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

SPECIFIC DUTY	RATING NO.	SPECIFIC DUTY	RATING NO.
No. 1: Supervises A&R Section personnel	4	No. 4: Oral Briefings	5
No. 2: Questioned Document Analysis	5	No. 5: Monitoring the writing of and writing technical reports	5
No. 3: Liaison with other Government Questioned Document Labs.	5	No. 6: Monitors Graphology Program	5

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 4

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE						X	
RESOURCEFUL						X	
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT							
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS						X	
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X	
OTHER (Specify)							

SEE SECTION E ON REVERSE SIDE

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject continues to perform his duties as Supervisor of [illegible] complex A&R activities in a competent manner. His knowledge of the technical aspects of his Sections' many functions help to insure a continuation of work flow and his ability to absorb and retain technical data related to his field of endeavor serves as an aid in the presentations of his numerous oral briefings.

One apparent weakness, which he continues to retain, is in his work relations with technical personnel; he has a tendency to drift from main topic under discussion to unrelated subjects, which, while they may be informative, decreases not only the Subject's productive capability, but, also that of the technical personnel.

SECTION F — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
31 January 1961	[signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
46	

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

- [ ] EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS
- [ ] REPORT MADE WITHIN LAST 90 DAYS
- [ ] OTHER (Specify):

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
31 January 1961	DC/TSD/GARB/	[signature] PAUL J. SZEGO

3. BY REVIEWING OFFICIAL

- [x] I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- [ ] I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- [ ] I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- [ ] I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
31 January 1961	Chief, TSD/GARB	[signature] JOSEPH F. MARZEN

STA. DAR. FORM 57
REVISED MARCH 1961
U.S. CIVIL SERVICE COMMISSION

APPLICATION FOR FEDERAL EMPLOYMENT

57-103

DO NOT WRITE IN THIS SPACE

APPLICATION NO.

ANNOUNCEMENT NO.

1. Kind of position applied for, or name of examination

Announcement No.

2. Options for which you wish to be considered *(if listed in examination announcement)*

3. Primary place(s) of employment applied for *(City and State)*

4. Name *(First, middle, maiden, if any, last)*
Mr. Mrs. Miss Herman Edward Kimsey

5. Address *(Number, Street, City, Zone, State)*
3700 Mass. Ave., N. W. Washington, D. C.
or c/o W. S. Linebarger, Box 407
Mt. Shasta, California WA-6-4646

6. Home phone: FE-8-6400
7. Office phone: 351-3295

8. Legal or voting residence *(State)*: District of Columbia

9. Height without shoes: 5 feet 11 inches
10. Weight: 200 lbs.

11. Sex: [X] Male [ ] Female
12. Marital status: [X] Married [ ] Single *(incl. widowed, divorced)*

13. Birthplace *(City and State, or foreign country)*: Gallup, McKinley County, New Mexico

14. Birth date *(Month, day, year)*: December 11, 1916
15. Social Security Number: 556 10 4750

16. If you have ever been employed by the Federal Government, indicate last grade and job title:
GS-13, Intelligence Officer (Section Chief) (Step 4) (GS-14 Slot)
Dates of service in that grade
From 12 Feb. 1957 To 20 September 1962

DO NOT WRITE IN THIS BLOCK
For Use of Examining Office Only

[ ] Appor. [ ] Nonappor.
Material [ ] Submitted [ ] Returned
Entered Register:

Notations:

App. Reviewed:
App. Approved:

Option	Grade	Earned Rating	Preference	Augm. Rating
			[ ] 5 points (Tent.)	
			[ ] 10 points Comp. Dis.	
			[ ] Other 10 Point	
			[ ] Disal.	
			[ ] Being Investigated	
Initials and date				

17. AVAILABILITY INFORMATION

A. Lowest grade or pay you will accept: $ Per — or grade OPEN

B. Will you accept temporary appointment? *(Acceptance or refusal of temporary employment will not affect your consideration for other appointments.)* [X] Yes [ ] No If "Yes," indicate by "X" in appropriate box or boxes.
[X] 1 mo. or less [X] 1 to 4 months [X] 4 to 12 months

C. Will you accept less than full-time employment (less than 40 hours per week)? [X] Yes [ ] No

D. Are you willing to travel? [ ] Not at all [ ] Occasionally [X] Frequently

E. Will you accept employment: In Washington, D.C.? [X] Yes [ ] No Outside U.S.? [X] Yes [ ] No

F. Will you accept appointment only in certain locations? [ ] Yes [X] No
If "Yes," list locations:

18. ACTIVE MILITARY SERVICE AND VETERAN PREFERENCE

A. List Dates, Branch, and Serial or Service Number of All Active Service

From	To	Branch of Service	Serial or Service Number
19 May 1941	5 Nov. 1943		
29 Nov. 1946	8 Oct. 1949	U. S. Army	RA 39080108
5 Jan. 1950	20 Mar. 1953		

B. Have you ever been discharged from the armed forces under other than honorable conditions?
[ ] Yes *(Give details in Item 39)* [X] No

C. Do you claim 5-point preference based on wartime military service? [ ] Yes [X] No

D. Do you claim 5-point preference based on service during peacetime campaign? [ ] Yes *(Complete and attach Standard Form 15)* [X] No

E. Do you claim 10-point preference? [ ] Yes [X] No *If "Yes," check type of preference claimed and complete and attach Standard Form 15, "Veteran Preference Claim"* TYPE: [ ] Compensable disability [ ] Disability [ ] Wife [ ] Widow [ ] Mother

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY

The information given in answer to Question 18 has been verified with the discharge certificate and/or other proof which shows that the separation was under honorable conditions.

VETERAN PREFERENCE ALLOWED: [ ] 5-point [ ] 10-point Comp. Disab. [ ] Other 10-point [ ] None

Signature and title	Agency	Date

16-76610-1

14-00000

Herman Edward Kimsey
Attachment I

1962 to Present - Associated as a technical consultant with Security Associates, Inc., Washington, D. C., specializing in commercial and industrial security.

1953 to 1962 - Intelligence with U. S. Government, Central Intelligence Agency, GS-13, $11,415. As Chief of a small branch of highly specialized analysts, I exercised a wide variety of talents and was responsible for the following: the direction and administration of the branch operations; determined the course of action for further research effort within the branch; monitored and supervised a program of special personnel assessment; evaluated technical analyses and their relationship to specific cases; advised and consulted with members of Senior Staff components of CIA; delivered numerous technical briefings to both U. S. and foreign police and intelligence services; initiated and maintained projects carried out by private organizations such as universities, private consultants, and private research corporations. During the above period, I trained and briefed numerous others engaged in police and intelligence work. I also initiated and developed four technical systems currently in operation on a world-wide basis within CIA and wrote numerous articles for an intelligence periodical. In January 1962, CIA presentedme with one of the largest individual Monetary Suggestion Awards ever given by that Agency.

b. Participated in establishing document analysis facilities in foreign governments and present plans call for continuation of this TDY consulting and advisory work.

Per request from Training, periodically briefs Foreign Intelligence Services and Agency personnel. These briefings cover general capabilities of the Section and are intended to inform the student of the question document problem.

II SUPERVISION RECEIVED:

The Section Chief receives technical requests directly from the customers and advises them and the Branch Chief on the technical problems, personnel, and other requirements for making determinations. Staff and Branch Chiefs establish guides on administrative matters. Review of accomplishments can only be made in the light of the customers application of evaluation results. Decisions required as a result of Section work are usually "Eyes Only" for customers application in offices of Senior Staffs of the major components in the Agency. The recommendations for participation in setting technical standards for mechanical and personnel identification methods or in financing such activity would be evaluated on the basis of the incumbent's evaluation of potential benefits to Agency technical services to intelligence efforts.

III QUALIFICATIONS REQUIRED:

Qualifications for this position will be written in the preliminary Qualification Standatds developed for the GS-1397.01, Document Analyst title, upgraded by Civil Service Commission Hearing, to GS-14, 1958.

14-00000

Herman Edward Kinsey December 11, 1916

I. DUTIES AND RESPONSIBILITIES

The analysis and Research Section is responsible for advisory, developmental and service work in the field of Questioned Document Analysis in support of overt and covert activities of the Agency. This includes technical testing and research into handwriting and document evaluation or authentication.

The Section Chief directs the assignments of projects, studies developments in scientific fields supporting authentication work, advises Agency officials on the current and long range capabilities in authentication or evaluation of documents and prepares recommendations for direction of the program.

Specifically:

1. The Section Chief, under the policy direction of Staff Chief, and administratively reporting to Branch Chief, provides administrative and technical supervision to Questioned Document Analysts in the Section and continually insures that their technical competence is maintained. The Section Chief reviews requests for analysis of documents and contents, establishes priorities for use of Section Personnel and suggests available external facilities for analysis or research.

2. Studies developments in Analysis and evaluation of documents and their contents as done by other Federal Agencies (FBI, Post Office, Treasury, Insurance Corporations, Private Practitioners in the Questioned Document Analysis field and Clinical Psychologists. Initiated inter-agency collaboration on use of technical facilities and indices of characteristics of paper and writing materials.

3. Makes review of recommendations of Document Analysts, Consultants, and Contract Employees engaged in analytical and projective studies, determines courses of action for additional research, confers with case officers and program leaders on the availability of additional data, time limits, operational potentials, etc., to develop additional facts of problems to be employed or to make final recommendations on the contents, validity, possible origination and processing of documents subject to study.

4. a. As advisor and consultant to major component program officials, provides authoritative material on the potential of identification involving documents and other physical items, makes periodic evaluations of case history records and provides other technical documentation service as may be required.

(Continued on Page 2)

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1946 to 1953 - Worked as a Special Agent (MOS-1301) in the Army's Counter Intelligence Corp in the grade of Master Sargeant. My duties consisted of investigating crimes of security nature; member of a combat CIC team in Korea; two assignments as an instructor at the basic CIC School; enlisted Chief of the Technical Laboratory at the CIC Center, and enlisted Chief of Special Projects Technical Laboratory (CIC), Far East Command. During this period, I co-authored two text books for the CIC school and rewrote one other. Further, I experienced over 2,000 lecture hours as an instructor in the basic CIC school and lived and worked three years in two foreign countries.

1945 to 1946 - Held the position of Camp Superintendent of a 100 man forest camp engaged in timber disease control, U. S. Forest Service, California.

1941 to 1943 - Military Service, U. S. Army, Intelligence NCO, MOS 631, Combat Intelligence.

1939 to 1940 - Forest Guard, U. S. Forest Service, California

1935 to 1939 - Lumber Industry, California

Additional Information upon request.

Herman Edward Kimsey
3100 Massachusetts Avenue, N. W.
Washington 16, D. C. 20016
Telephone FEderal 8-6400

RESUME

I Personal

Age 46 - Married - No Children

II Education

a - Grammar School - Oregon & California
b - Junior High School - Oregon & California
c - High School - Oregon & California
d - College Level GED (USAFI) 1948

III Special School and Training Courses

a - U. S. Forest Service School for Fire Control and Prevention, Shasta National Forest, California; 1939 and again in 1940.
b - U. S. Army Chemical Warfare School for Instructors, Camp Claiborne, Louisiana, 1942
c - U. S. Forest Service School for Fire Control & Prevention, Shasta National Forest, California, 1946.
d - U. S. Forest School for Timber Disease Control (Blister Rust), Klamath National Forest, California, 1946
e - U. S. Army Counter Intelligence Corp School for Special Agents, Fort Holabird, Maryland, 1946 and 1947.
f - Instructor Guidance Course, U. S. CIC School, Fort Holabird, Maryland, 1947 and again in 1952.

IV Empirical Background

1962 to Present - Associated as a technical consultant with Security Associates, Inc., Washington, D. C., specializing in commercial and industrial security.

1953 to 1962 - Intelligence with U. S. Government, Central Intelligence Agency, GS-13, $11,415. As Chief of a small branch of highly specialized analysts, I exercised a wide variety of talents and was responsible for the following: the direction and administration of the branch operations; determined the course of action for further research effort within the branch; monitored and supervised a program of special personnel assessment; evaluated technical analyses and their relationship to specific cases; advised and consulted with members of Senior Staff components of CIA; delivered numerous technical briefings to both U. S. and foreign police and intelligence services; initiated and maintained projects carried out by private organizations such as universities, private consultants, and private research corporations. During the above period, I trained and briefed numerous others engaged in police and intelligence work. I also initiated and developed four technical systems currently in operation on a world-wide basis within CIA and wrote numerous articles for an intelligence periodical. In January 1962, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that Agency.

14-00000

PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 19

19. EXPERIENCE (Start with your PRESENT position and work back)

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? [X] Yes [ ] No

1
Dates of employment (month, year) From Unemployed To present time
Exact title of position
Number and kind of employees you supervise
Salary or earnings Starting $ per Present $ per
Classification Grade (If in Federal service)
Place of employment (City & State)
Kind of business or organization (Manufacturing, accounting, insurance, etc.)
Name and address of employer (firm, organization, etc.)
Name, title, and present address of immediate supervisor
Reason for wanting to leave
Description of work NOT APPLICABLE

2
Dates of employment (month, year) From 23 Mar. '53 To 30 Sept. '62
Exact title of position Intelligence Off. (Sec Chief)
Number and kind of employees you supervised 5 Analysts
Salary or earnings Starting $ 5,060.00 per annum Final $11,415.00 per annum
Classification Grade (If in Federal service) GS-13 Step 4
Place of employment (City & State) Washington, D. C.
Kind of business or organization U. S. Govt.
Name and address of employer (firm, organization, etc.)
Central Intelligence Agency
2430 E Street, N. W., Washington, D. C.
Name, title, and present address of immediate supervisor
Chief, Personnel Operations Division
ATTENTION: Frank G. Johns
Reason for leaving Reduction in force. Small section assimilated by 3 larger branches, and my slot and grade eliminated.
Description of work

SEE ATTACHED JOB DESCRIPTION AS APPROVED BY CIA
Also Attachment I

3
Dates of employment (month, year) From 29 Nov. '46 To 20 Mar. '53
Exact title of position Special Agent CIC
Number and kind of employees you supervised 0-5 Technicians
Salary or earnings Starting $ 900.00 per annum Final $3300.00 per annum
Classification Grade (If in Federal service) M/Sgt. (E-7)
Place of employment (City & State) Ft. Holabird, Md.
Kind of business or organization U. S. Army CIC
Name and address of employer (firm, organization, etc.)
Investigative Control Section
AC of S - G-2, Ft. Holabird, Maryland
Name, title, and present address of immediate supervisor
Millard F. Dougherty, Maj., Inf.
add. unknown (last supervisor)
Reason for leaving Better Job
Description of work Under Investigative Control Section, A. C. of S., G-2, Ft. Holabird, Md.; Enlisted Chief of Tech. Lab.; Instructor in Basic Agent Course; Member of Combat CIC Team, Korea; Student in Basic Course and 2 Instructor Guidance Courses; Enlisted Chief of Special Projects, CIC Laboratory.; For Dept. investigated crimes of security nature. (As Lab. chief, specialized in Questioned Document Analysis.)

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 57-A OR BLANK SHEETS
SEE INSTRUCTION SHEET

14-00000

ATTACH SUPPLEMENTAL SHEETS OR FORMS HERE

• ANSWER ALL QUESTIONS CORRECTLY AND FULLY

20. SPECIAL QUALIFICATIONS AND SKILLS

A. Kind of license or certificate (For example, pilot, teacher, registered nurse, lawyer, radio operator, C.P.A., etc.)	B. State or other licensing authority	C. Year of first license or certificate	D. Year of latest license or certificate
None			

E. Special skills you possess and machines and equipment you can use. (For example, short wave radio, multilith, comptometer, key punch, turret lathe, transcribing machine, scientific or professional devices)

Industrial machinery (lumber) including Diesel locomotive (small); Forensic laboratory equipment (questioned documents); Identi-Kit [illegible]; Tech. [illegible] equipment

F. Approximate number of words per minute: Typing N. A. Shorthand N. A.

G. Special qualifications not covered in application. (For example, your most important publications (do not submit copies unless requested); your patents or inventions; public speaking and publications experience, membership in professional or scientific societies, etc., and honors and fellowships received.)

Suggested and directed development of the Identi-Kit System; Member of IAI; Over 200 lecture hours at CIC School; Co-author of CIC Manual and rewrote 2 others; wrote 3 articles and 1 technical book review for "Studies in Intelligence".

21. EDUCATION

A. Place "X" in column indicating highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 — X (12)

B. If you graduated from high school, give date: USAFI 1935 (GED-1947)

C. Name and location of last high school attended: McCloud High School, McCloud, California

D. Name and location of college or university	Dates attended From	To	Years completed Day	Night	Credit hours Semester	Quarter	Degree received	Year received
None								

E. Chief undergraduate college subjects	Semester Hours Credit	Quarter Hours Credit	F. Chief graduate college subjects	Semester Hours Credit	Quarter Hours Credit
None					

G. State major field of study at highest level of college work

College Level GED (USAFI) 1948

H. Other schools or training (For example, trade, vocational, Armed Forces, or business). Give for each the name and location of school, dates attended, subjects studied, certificates, and any other pertinent data.

Chemical Warfare Sch., 103rd Inf. Div.School - Camp Claiborne, La., 1 June 1943
Counter Intelligence Corps Basic Course, Fort Holabird, Md., 28 May 1947; Instructors Guidance Course, Ft. Holabird, Maryland, 26 September 1947 and again 17 April 1952.

22. FOREIGN TRAVEL

Have you lived or traveled in any foreign countries?

☒ Yes ☐ No

If "Yes," give in Item 39 names of countries, dates and length of time spent there and nature or purpose (military service, business, education or vacation).

23. FOREIGN LANGUAGES

Enter foreign language and indicate your knowledge of each by placing "X" in proper column	Reading Exc.	Good	Fair	Speaking Exc.	Good	Fair	Understanding Exc.	Good	Fair	Writing Exc.	Good	Fair
None												

24. REFERENCES

List three persons living in the United States or territories of the United States who are NOT RELATED TO YOU AND WHO HAVE DEFINITE KNOWLEDGE of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 19.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, Zone, and State)	BUSINESS OR OCCUPATION
Albert W. Somerford (Lt. Col., Ret.)	Clarksburg, Maryland	Dir. Bur. of Iden. Lab., P. O. Dept
Joseph H. English	19 [illegible] Drive Silver Spring, Maryland	Ques. Doc. Analyst FBI Laboratory
Henry C. Newton Brig. Gen. USA (Ret.	601 Patrick Henry Drive Falls Church, Virginia	Dir. Mil. Assis. Institute

ANSWER ALL QUESTIONS BY PLACING "X" IN PROPER COLUMN	YES	NO
25. Are you a citizen of the United States of America? If "No," give country of which you are a citizen	X	
26. Are you now, or have you ever been, a member of the Communist Party, U.S.A., the Communist Political Association, the Young Communist League, or any Communist organization?		X
27. Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group, or combination of persons which is totalitarian, Fascist, Communist, or subversive, or which has adopted, or shows, a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means?		X
If your answer to 26 and/or 27 above is "Yes," state on a separate sheet attached to and made a part of this application the names of all such organizations, associations, movements, groups or combination of persons and dates of membership. Give complete details of your activities therein and make any explanation you desire regarding your membership or activities. (See Instruction Sheet.)		
28. Have you any physical handicap, chronic disease, or other disability?		X
29. Have you ever had a nervous breakdown?		X
30. Have you ever had tuberculosis? *If your answer to 28, 29, or 30 above is "Yes," give details in Item 39.*		X
31. Have you ever been barred by the U.S. Civil Service Commission from taking examinations or accepting civil service appointment? *(If your answer is "Yes," give dates of and reasons for such debarment in Item 39.)*		X
32. Does the United States Government employ in a civilian capacity any relative of yours (by blood or marriage) with whom you live or have lived within the past 24 months? *If your answer is "Yes," give in Item 39 for EACH such relative (1) full name; (2) present address; (3) relationship; (4) department or agency by which employed, and (5) kind of appointment.*		X
33. Do you receive or have you applied for an annuity from the United States or District of Columbia Government under any retirement act or any pension or other compensation for military or naval service? *If your answer is "Yes," give details in Item 39.*		X
34. Are you an official or employee of any State, territory, county, or municipality? *If your answer is "Yes," give details in Item 39.*		X
35. Have you ever been discharged (fired) from employment for any reason?	X	
36. Have you ever resigned (quit) after being informed that your employer intended to discharge (fire) you for any reason? *If your answer to 35 or 36 above is "Yes," give details in Item 39. Show the name and address of employer, approximate date, and reasons in each case. This information should agree with statements made in Item 19—Experience.*		X
37. Have you ever been arrested, taken into custody, held for investigation or questioning, or charged by any law enforcement authority? (You may omit: (1) Traffic violations for which you paid a fine of $30.00 or less; and (2) anything that happened before your 16th birthday. All other incidents must be included, even though they were dismissed or you merely forfeited collateral.)		X
38. While in the military service were you ever arrested for an offense which resulted in a trial by deck court or by summary, special, or general court-martial? *If your answer to 37 or 38 is "Yes," give details in Item 39, showing for each incident: (1) date, (2) charge, (3) place, (4) law enforcing authority or type of court or court martial, and (5) action taken.*		X

39. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS. *Indicate item numbers to which answers apply.*

Item No.		Item No.	
22	Japan, Military Service, 1948-9,	35	Because of bad eyes. When this was
	1950-1; Korea, Military Service		corrected, I returned to the same job
	1950-1; Panama 1959, Peru, 1959;		under the same supervisor - brakeman on
	Japan 1962; Hong Kong, 1962;		a diesel locomotive
	Thailand, 1962; Taipei, 1962,		

If more space is required, use full sheets of paper approximately the same size as this page. Write on each sheet your name, date of birth, and examination title. Attach on inside of this application.

Okinawa, 1962.

ATTENTION: READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION

A false or dishonest answer to any question in this application may be grounds for rating you ineligible for Federal employment, or for dismissing you after appointment, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements made in the application are subject to investigation, including a check of your fingerprints, police records, and former employers. All information will be considered in determining your present fitness for Federal employment.

CERTIFICATION

I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of applicant ______________________ Date ____________

(Sign in ink)

14-00000

STANDARD FORM 57
REVISED MARCH 1961
U.S. CIVIL SERVICE COMMISSION

APPLICATION FOR FEDERAL EMPLOYMENT

57-103

DO NOT WRITE IN THIS SPACE — APPLICATION NO. — ANNOUNCEMENT NO.

1. Kind of position applied for, or name of examination | Announcement No.

2. Options for which you wish to be considered *(if listed in examination announcement)*

3. Primary place(s) of employment applied for *(City and State)*

4. Name *(First, middle, maiden, if any, last)* Mr. Mrs. Miss Herman Edward Kimsey

5. Address *(Number, Street, City, Zone, State)*
3700 Mass. Ave., N. W. Washington, D. C.
or c/o W. S. Linsbarger, Box 407
Mt. Shasta, California RA-6-4646

6. Home phone: FE-8-6400
7. Office phone: 351-3295

8. Legal or voting residence *(State)*: District of Columbia

9. Height without shoes: 5 feet 11 inches
10. Weight: 200 lbs.

11. Sex: [x] Male [ ] Female
12. Marital status: [x] Married [ ] Single *(Incl. widowed, divorced)*

13. Birthplace *(City and State, or foreign country)*: Gallup, McKinley County, New Mexico

14. Birth date *(Month, day, year)*: December 11, 1916
15. Social Security Number: 556 10 4750

16. If you have ever been employed by the Federal Government, indicate last grade and job title:
GS-13, Intelligence Officer (Section Chief) (Step 4) (GS-14 Slot)
Dates of service in that grade. From 12 Feb. 1957 To 20 September 1962

DO NOT WRITE IN THIS BLOCK
For Use of Examining Office Only

[ ] Appor. [ ] Nonappor. | Material [ ] Submitted [ ] Returned | Entered Register:

Notations:

App. Reviewed:

App. Approved:

Option	Grade	Earned Rating	Preference	Augm. Rating
			[ ] 5 points (Tent.)	
			[ ] 10 points Comp. Dis.	
			[ ] Other 10 Points	
			[ ] Disal.	
			[ ] Being Investigated	
Initials and date				

17. AVAILABILITY INFORMATION

A. Lowest grade or pay you will accept $ Per or grade OPEN

B. Will you accept temporary appointment? *(Acceptance or refusal of temporary employment will not affect your consideration for other appointments.)* [x] Yes [ ] No If "Yes," indicate by "X" in appropriate box or boxes. [x] 1 mo. or less [x] 1 to 4 months [x] 4 to 12 months

C. Will you accept less than full-time employment (less than 40 hours per week)? [x] Yes [ ] No

D. Are you willing to travel? [ ] Not at all [ ] Occasionally [x] Frequently

E. Will you accept employment: In Washington, D.C.? [x] Yes [ ] No Outside U.S.? [x] Yes [ ] No

F. Will you accept appointment only in certain locations? [ ] Yes [x] No If "Yes," list locations:

18. ACTIVE MILITARY SERVICE AND VETERAN PREFERENCE

A. List Dates, Branch, and Serial or Service Number of All Active Service

From	To	Branch of Service	Serial or Service Number
19 May 1941	5 Nov. 1943		
29 Nov. 1946	8 Oct. 1949	U. S. Army	RA 39080108
8 Jan. 1950	20 Mar. 1953		

B. Have you ever been discharged from the armed forces under other than honorable conditions? [ ] Yes *(Give details in Item 37)* [x] No

C. Do you claim 5-point preference based on wartime military service? [ ] Yes [x] No

D. Do you claim 5-point preference based on service during peacetime campaign? [ ] Yes *(Complete and attach Standard Form 15)* [x] No

E. Do you claim 10-point preference? [ ] Yes [x] No If "Yes," check type of preference claimed and complete and attach Standard Form 15, "Veteran Preference Claim" TYPE [ ] Compensable disability [ ] Disability [ ] Wife [ ] Widow [ ] Mother

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY
The information given in answer to Question 18 has been verified with the discharge certificate and/or other proof which shows that the separation was under honorable conditions.
VETERAN PREFERENCE ALLOWED [ ] 5 point [ ] 10 point Comp. Disab. [ ] Other 10 point [ ] None

Signature and title | Agency | Date

14-00000

PLEASE BE SURE TO READ ATTACHED INSTRUCTIONS BEFORE COMPLETING ITEM 19

19. EXPERIENCE (Start with your PRESENT position and work back)

May inquiry be made of your present employer regarding your character, qualifications, and record of employment? ☒ Yes ☐ No

1

Dates of employment (month, year): From Unemployed To present time

Exact title of position:

Number and kind of employees you supervise:

Salary or earnings: Starting $ per; Present $ per

Classification Grade (If in Federal service):

Place of employment (City & State):

Kind of business or organization (Manufacturing, accounting, insurance, etc.):

Name and address of employer (firm, organization, etc.):

Name, title, and present address of immediate supervisor:

Reason for wanting to leave:

Description of work: NOT APPLICABLE

2

Dates of employment (month, year): From 23 Mar. '53 To 20 Sept. '62

Exact title of position: Intelligence Off. (Sec Chief)

Number and kind of employees you supervised: 4 Analysts

Salary or earnings: Starting $ 5,060.00 per annum; Final $11,415.00 per annum

Classification Grade (If in Federal service): GS-13 Step 4

Place of employment (City & State): Washington, D. C.

Kind of business or organization: U. S. Govt.

Name and address of employer (firm, organization, etc.):
Central Intelligence Agency
2430 E Street, N. W., Washington, D. C.

Name, title, and present address of immediate supervisor:
Chief, Personnel Operations Division
ATTENTION: Frank G. Johns

Reason for leaving: Reduction in Force. Small section assimilated by 3 larger branches, and
Description of work: my slot and grade eliminated.

SEE ATTACHED JOB DESCRIPTION AS APPROVED BY CIA
Also Attachment 1

3

Dates of employment (month, year): From 29 Nov. '46 To 20 Mar. '53

Exact title of position: Special Agent CIC

Number and kind of employees you supervised: G-5 Technician

Salary or earnings: Starting $ 900.00 per annum; Final $3300.00 per annum

Classification Grade (If in Federal service): M/Sgt. (E-7)

Place of employment (City & State): Ft. Holabird, Md.

Kind of business or organization: U. S. Army CIC

Name and address of employer (firm, organization, etc.):
Investigative Control Section
AC of S - G-2, Ft. Holabird, Maryland

Name, title, and present address of immediate supervisor:
Millard F. Dougherty, Maj., Inf.
add. unknown (last supervisor)

Reason for leaving: Better Job

Description of work: Under Investigative Control Section, A. C. of S., G-2, Ft. Holabird, Md.; Enlisted Chief of Tech. Lab.; Instructor in Basic Agent Course; Member of Combat CIC Team, Korea; Student in Basic Course and 2 Instructor Guidance Courses; Enlisted Chief of Special Projects, Tech. Laboratory, Far East; Investigated crimes of security nature. (As lab. chief, specialized in Questioned Document Analysis.)

IF YOU NEED ADDITIONAL EXPERIENCE BLOCKS USE STANDARD FORM 57-A OR BLANK SHEETS
SEE INSTRUCTION SHEET

Herman Edward Kimsey

December 11, 1916

4. 15 April 1945 - 1 October 1946 Camp Superintendent 100 employees, laborers

$2694 per annum
$3021 per annum SP-7

Yreka, California U. S. Forest Service

U. S. Forest Service, Yreka, California Art London, % USFS, Ykreka, California

Enlist in Counter Intelligence Corps, U. S. Army

Supervised 100-man forest camp for the purpose of controlling timber disease.

5. 5 November 1943 - 15 April 1945 Laborer None

$0.90 per hour
$1.10 per hour Unknown McCloud, California Lumber

McCloud River Lumber Company, McCloud, California- James Herbert, McCloud, Calif.

Return to the United States Forest Service.

Operated lumber carrier and brakeman on small diesel locomotive.

6. 19 May 1941 to 5 November 1943 Sergeant MOS 631 Intelligence NCO Combat Intelligence up to 14 Intelligence Analysts

$21.00 per month
$75.00 per month Sergeant Continental Limits of United States U. S. Army
Supervisor - Unknown

U. S. Army

Honorable Discharge

Supervised S-2 Section in Brigade HQ for the purpose of collection and evaluation of information on the subject of enemy military operations.

7. 1 May 1939 to 10 May 1941 - Forest Guard None

$100 per month Unknown McCloud, California U. S. Forest Service

United States Forest Service
McCloud, California Earl Sullaway, McCloud, California

Enlisted in the U. S. Army under draft requirement but not yet called for service.

Prevention and Suppression of forest fires.

8. January 1935 to May 1939 Laborer

Laborer in lumber , oil industry.

14-00000

Herman Edward Kimsey
3700 Massachusetts Avenue, N. W.
Washington 16, D. C. 20016
Telephone FEderal 8-6400

RESUME

I **Personal**
Age 46 - Married - No Children

II **Education**
a - Grammar School - Oregon & California
b - Junior High School - Oregon & California
c - High School - Oregon & California
d - College Level GED (USAFI) 1948

III **Special School and Training Courses**
a - U. S. Forest Service School for Fire Control and Prevention, Shasta National Forest, California; 1939 and again in 1940.
b - U. S. Army Chemical Warfare School for Instructors, Camp Claiborne, Louisiana, 1942
c - U. S. Forest Service School for Fire Control & Prevention, Shasta National Forest, California, 1946.
d - U. S. Forest School for Timber Disease Control (Blister Rust), Klamath National Forest, California, 1946
e - U. S. Army Counter Intelligence Corp School for Special Agents, Fort Holabird, Maryland, 1946 and 1947.
f - Instructor Guidance Course, U. S. CIC School, Fort Holabird, Maryland, 1947 and again in 1952.

IV **Empirical Background**
1962 to Present - Associated as a technical consultant with Security Associates, Inc., Washington, D. C., specializing in commercial and industrial security.

1953 to 1962 - Intelligence with U. S. Government, Central Intelligence Agency, GS-13, $11,415. As Chief of a small branch of highly specialized analysts, I exercised a wide variety of talents and was responsible for the following: the direction and administration of the branch operations; determined the course of action for further research effort within the branch; monitored and supervised a program of special personnel assessment; evaluated technical analyses and their relationship to specific cases; advised and consulted with members of Senior Staff components of CIA; delivered numerous technical briefings to both U. S. and foreign police and intelligence services; initiated and maintained projects carried out by private organizations such as universities, private consultants, and private research corporations. During the above period, I trained and briefed numerous others engaged in police and intelligence work. I also initiated and developed four technical systems currently in operation on a world-wide basis within CIA and wrote numerous articles for an intelligence periodical. In January 1962, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that Agency.

1946 to 1953 - Worked as a Special Agent (MOS-1301) in the Army's Counter Intelligence Corp in the grade of Master Sargeant. My duties consisted of investigating crimes of security nature; member of a combat CIC team in Korea; two assignments as an instructor at the basic CIC School; enlisted Chief of the Technical Laboratory at the CIC Center, and enlisted Chief of Special Projects Technical Laboratory (CIC), Far East Command. During this period, I co-authored two text books for the CIC school and rewrote one other. Further, I experienced over 2,000 lecture hours as an instructor in the basic CIC school and lived and worked three years in two foreign countries.

1945 to 1946 - Held the position of Camp Superintendent of a 100 man forest camp engaged in timber disease control, U. S. Forest Service, California.

1941 to 1943 - Military Service, U. S. Army, Intelligence NCO, MOS 631, Combat Intelligence.

1939 to 1940 - Forest Guard, U. S. Forest Service, California

1935 to 1939 - Lumber Industry, California

Additional Information upon request.

14-00000

Herman Edward Kimsey

December 11, 1916

I. DUTIES AND RESPONSIBILITIES

The analysis and Research Section is responsible for advisory, developmental and service work in the field of Questioned Document Analysis in support of overt and covert activities of the Agency. This includes technical testing and research into handwriting and document evaluation or authentication.

The Section Chief directs the assignments of projects, studies developments in scientific fields supporting authentication work, advises Agency officials on the current and long range capabilities in authentication or evaluation of documents and prepares recommendations for direction of the program.

Specifically:

1. The Section Chief, under the policy direction of Staff Chief, and administratively reporting to Branch Chief, provides administrative and technical supervision to Questioned Document Analysts in the Section and continually insures that their technical competence is maintained. The Section Chief reviews requests for analysis of documents and contents, establishes priorities for use of Section Personnel and suggests available external facilities for analysis or research.

2. Studies developments in Analysis and evaluation of documents and their contents as done by other Federal Agencies (FBI, Post Office, Treasury, Insurance Corporations, Private Practitioners in the Questioned Document Analysis field and Clinical Psychologists. Initiated inter-agency collaboration on use of technical facilities and indices of characteristics of paper and writing materials.

3. Makes review of recommendations of Document Analysts, Consultants, and Contract Employees engaged in analytical and projective studies, determines courses of action for additional research, confers with case officers and program leaders on the availability of additional data, time limits, operational potentials, etc., to develop additional facts of problems to be employed or to make final recommendations on the contents, validity, possible origination and processing of documents subject to study.

4. a. As advisor and consultant to major component program officials, provides authoritative material on the potential of identification involving documents and other physical items, makes periodic evaluations of case history records and provides other technical documentation service as may be required.

(Continued on Page 2)

Herman Edward Kimsey

December 11, 1916

4. 15 April 1945 - 1 October 1946 Camp Superintendent 100 employees, laborers

$2694 per annum
$3021 per annum SP-7

Yreka, California U. S. Forest Service

U. S. Forest Service, Yreka, California Art London, % USFS, Yreka, California

Enlist in Counter Intelligence Corps, U. S. Army

Supervised 100-man forest camp for the purpose of controlling timber disease.

5. 5 November 1943 - 15 April 1945 Laborer None

$0.90 per hour
$1.10 per hour Unknown McCloud, California Lumber

McCloud River Lumber Company, McCloud, California- James Herbert, McCloud, Calif.

Return to the United States Forest Service.

Operated lumber carrier and brakeman on small diesel locomotive.

6. 19 May 1941 to 5 November 1943 Sergeant MOS 631 up to 14 Intelligence Analysts
Intelligence NCO
Combat Intelligence

$21.00 per month
$75.00 per month

Sergeant Continental Limits of United States U. S. Army
Supervisor - Unknown

U. S. Army

Honorable Discharge

Supervised S-2 Section in Brigade HQ for the purpose of collection and evaluation of information on the subject of enemy military operations.

7. 1 May 1939 to 10 May 1941 - Forest Guard None

$100 per month Unknown McCloud, California U. S. Forest Service

United States Forest Service
McCloud, California

Earl Sullaway, McCloud, California

Enlisted in the U. S. Army under draft requirement but not yet called for service.

Prevention and Suppression of forest fires.

8. January 1935 to May 1939 Laborer

Laborer in lumber oil industry.

14-00000

Herman Edward Kimsey

Questioned Document Analyst (Continued) December 11, 1916

b. Participated in establishing document analysis facilities in foreign governments and present plans call for continuation of this TDY consulting and advisory work.

Per request from Training, periodically briefs Foreign Intelligence Services and Agency personnel. These briefings cover general capabilities of the Section and are intended to inform the student of the question document problem.

II SUPERVISION RECEIVED:

The Section Chief receives technical requests directly from the customers and advises them and the Branch Chief on the technical problems, personnel, and other requirements for making determinations. Staff and Branch Chiefs establish guides on administrative matters. Review of accomplishments can only be made in the light of the customers application of evaluation results. Decisions required as a result of Section work are usually "Eyes Only" for customers application in offices of Senior Staffs of the major components in the Agency. The recommendations for participation in setting technical standards for mechanical and personnel identification methods or in financing such activity would be evaluated on the basis of the incumbent's evaluation of potential benefits to Agency technical services to intelligence efforts.

III QUALIFICATIONS REQUIRED:

Qualifications for this position will be written in the preliminary Qualification Standatds developed for the GS-1397.01, Document Analyst title, upgraded by Civil Service Commission Hearing, to GS-14, 1958.

14-00000

ATTACH SUPPLEMENTAL SHEETS OR FORMS HERE

• ANSWER ALL QUESTIONS CORRECTLY AND FULLY

20. SPECIAL QUALIFICATIONS AND SKILLS

A. Kind of License or Certificate (For example, pilot, teacher, registered nurse, lawyer, radio operator, C.P.A., etc.)	B. State or other licensing authority	C. Year of first license or certificate	D. Year of latest license or certificate
None			

E. Special skills you possess and machines and equipment you can use. (For example, short wave radio, multilith, comptometer, key punch, turret lathe, transcribing machine, scientific or professional devices)

Industrial machinery (lumber) including Diesel Locomotive (small); Forensic Laboratory equipment (questioned document); Identi-Kit Opn.; Tech. Intelligence Equipment.

F. Approximate number of words per minute: Typing: N. A. Shorthand: N. A.

G. Special qualifications not covered in application. (For example, your most important publications (do not submit copies unless requested), your patents or inventions; public speaking and publications experience; membership in professional or scientific societies, etc.; and honors and fellowships received.)

Suggested and directed development of the Identi-Kit System; Member of IAI; Over 200 lecture hours at CIC School; Co-author of CIC Manual and rewrote 2 others; wrote 3 articles and 1 technical book review for "Studies in Intelligence".

21. EDUCATION

A. Place "X" in column indicating highest grade completed

1	2	3	4	5	6	7	8	9	10	11	12
											X

B. If you graduated from high school, give date: USAFI 1935 (GED-1947)

C. Name and location of last high school attended: McCloud High School, McCloud, California

D. Name and location of college or university	Dates attended From	To	Years completed Day	Night	Credit hours Semester	Quarter	Degree received	Year received
None								

E. Chief undergraduate college subjects	Semester Hours Credit	Quarter Hours Credit	F. Chief graduate college subjects	Semester Hours Credit	Quarter Hours Credit
None					

G. State major field of study at highest level of college work

College Level GED (USAFI) 1948

H. Other schools or training (for example, trade, vocational, Armed Forces, or business). Give for each the name and location of school, dates attended, subjects studied, certificates, and any other pertinent data.

Chemical Warfare Sch., 103rd Inf. Div.School - Camp Claiborne, La., 1 June 1943
Counter Intelligence Corps Basic Course, Fort Holabird, Md., 28 May 1947; Instructors Guidance Courses, Ft. Holabird, Maryland, 26 September 1947 and again 17 April 1952.

22. FOREIGN TRAVEL

Have you lived or traveled in any foreign countries?

☒ Yes ☐ No

If "Yes," give in Item 39 names of countries, dates and length of time spent there and reason or purpose (military service, business, education, or vacation).

23. FOREIGN LANGUAGES

Enter foreign language and indicate your knowledge of each by placing "X" in proper column	Reading Exc.	Good	Fair	Speaking Exc.	Good	Fair	Understanding Exc.	Good	Fair	Writing Exc.	Good	Fair
None												

24. REFERENCES

List three persons living in the United States or territories of the United States who are NOT RELATED TO YOU AND WHO HAVE DEFINITE KNOWLEDGE of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 19.

FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Number, Street, City, Zone, and State)	BUSINESS OR OCCUPATION
Albert W. Somerford (Lt. Col., Ret.)	Clarksburg, Maryland	Dir. Bur. of Iden. Lab., P. C. Dept
Joseph M. English	13 Eastmoor Drive Silver Spring, Maryland	Ques. Doc. Analyst FBI Laboratory
Henry C. Newton Brig. Gen. USA (Ret.)	601 Patrick Henry Drive Falls Church, Virgin[illegible]	Dir. Mil. Assis. Institute

ANSWER QUESTIONS BY PLACING "X" IN PROPER COL.	YES	NO
25. Are you a citizen of the United States of America? If "No," give country of which you are a citizen:	X	
26. Are you now, or have you ever been, a member of the Communist Party, U.S.A., the Communist Political Association, the Young Communist League, or any Communist organization?		X
27. Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group, or combination of persons which is totalitarian, Fascist, Communist, or subversive, or which has adopted, or shows, a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means?		X.
If your answer to 26 and/or 27 above is "Yes," state on a separate sheet attached to and made a part of this application the names of all such organizations, associations, movements, groups or combination of persons and dates of membership. Give complete details of your activities therein and make any explanation you desire regarding your membership or activities. (See Instruction Sheet.)		
28. Have you any physical handicap, chronic disease, or other disability?		X
29. Have you ever had a nervous breakdown?		X
30. Have you ever had tuberculosis? *If your answer to 28, 29, or 30 above is "Yes," give details in Item 39.*		X
31. Have you ever been barred by the U.S. Civil Service Commission from taking examinations or accepting civil service appointment? *(If your answer is "Yes," give dates of and reasons for such debarment in Item 39.)*		X
32. Does the United States Government employ in a civilian capacity any relative of yours (by blood or marriage) with whom you live or have lived within the past 24 months? *If your answer is "Yes," give in Item 39 for EACH such relative (1) full name; (2) present address; (3) relationship; (4) department or agency by which employed, and (5) kind of appointment.*		X
33. Do you receive or have you applied for an annuity from the United States or District of Columbia Government under any retirement act or any pension or other compensation for military or naval service? *If your answer is "Yes," give details in Item 39.*		X
34. Are you an official or employee of any State, territory, county, or municipality? *If your answer is "Yes," give details in Item 39.*		X
35. Have you ever been discharged (fired) from employment for any reason?	X	
36. Have you ever resigned (quit) after being informed that your employer intended to discharge (fire) you for any reason? *If your answer to 35 or 36 above is "Yes," give details in Item 39. Show the name and address of employer, approximate date, and reasons in each case. This information should agree with statements made in Item 19—Experience.*		X
37. Have you ever been arrested, taken into custody, held for investigation or questioning, or charged by any law enforcement authority? (You may omit: (1) Traffic violations for which you paid a fine of $30.00 or less, and (2) anything that happened before your 16th birthday. All other incidents must be included, even though they were dismissed or you merely forfeited collateral.)		X
38. While in the military service were you ever arrested for an offense which resulted in a trial by deck court or by summary, special, or general court-martial? *If your answer to 37 or 38 is "Yes," give details in Item 39, showing for each incident: (1) date, (2) charge, (3) place, (4) law enforcing authority or type of court or court-martial, and (5) action taken.*		X

39. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS. Indicate item numbers to which answers apply.

Item No.		Item No.	
22	Japan, Military Service, 194?-9,	35	Because of bad eyes. When this was
	1950-1; Korea, Military Service		corrected, I returned to the same job
	1950-1; Panama 1959, Peru, 1959;		under the same supervisor - brakeman on
	Japan 1962; Hong Kong, 1962;		a diesel locomotive
	Thailand, 1962; Taipei, 1962,		

If more space is required, use full sheets of paper approximately the same size as this page. Write on each sheet your name, date of birth, and examination title. Attach on inside of this application.

Okinawa, 1962.

ATTENTION: READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE SIGNING THIS APPLICATION

A false or dishonest answer to any question in this application may be grounds for rating you ineligible for Federal employment, or for dismissing you after appointment, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements made in the application are subject to investigation, including a check of your fingerprints, police records, and former employers. All information will be considered in determining your present fitness for Federal employment.

CERTIFICATION

I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of applicant ______________________ Date ____________
(Sign in ink)

14-00000

R E S U M E

Herman Edward Kimsey
3700 Massachusetts Ave., N.W.
Washington, D.C. 20016
Telephone: FEderal 8-6400

PERSONAL

Age: 46
Marital Status: Married, no children

EDUCATION

Grammar School - Oregon and California
Junior High School - Oregon and California
High School - Oregon and California
College Level GED (USAFI) 1948
Special Schools and Training Courses:

1. U.S. Forest Service School for Fire Control and Prevention, Shasta, National Forest, California; 1939 and again in 1940.
2. U.S. Army Chemical Warfare School for Instructors, Camp Claiborne, Louisiana, 1942.
3. U.S. Forest Service School for Fire Control and Prevention, Shasta, National Forest, California, 1945.
4. U.S. Forest School for Timber Disease Control(Blister Rust) Klamath National Forest, California, 1946.
5. U.S. Army Counter Intelligence Corp School for Special Agents, Fort Holabird, Maryland, 1946 and 1947.
6. Instructor Guidance Course, U.S. Army CIC School, Fort Holabird, Maryland, 1947 and again in 1952.

EMPIRICAL BACKGROUND

From 1962 to present, I have been associated, as a technical consultant, with Security Associates, Inc., Washington, D.C. specializing in commercial and industrial security.

From 1953 to 1962, I was an Intelligence Officer with the U. S. Government, Central Intelligence Agency (Annual Salary $11,415, GS-13). As Chief of a small branch of highly specialized analysts, I exercised a wide variety of talents and was responsible for: the direction and administration of the branch operations; determined the course of action for further research effort within the branch; monitored and supervised a program of special personnel assessment; evaluated technical analyses and their relationship to specific cases; advised and consulted with Senior Staff components of CIA; delivered numerous technical briefings to both U.S. and foreign police and intelligence services; initiated and maintained liaison with other U.S. Government components; activated and directed research projects carried out by private organizations such as universities, private consultants, and private research corporations. During the above period, I trained and briefed numerous other agencies engaged in police and intelligence.

14-00000

I also initiated and developed four technical systems currently in operation on a world-wide basis within CIA and wrote numerous articles for an intelligence periodical. In January 1962, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that Agency.

From 1946 to 1953, I worked as a Special Agent(MOS-1301) in the Army's Counter Intelligence Corp in the grade of Master/Sergeant. My duties consisted of investigating crimes of security nature; member of a combat CIC team in Korea; two assignments as an instructor at the basic CIC School; enlisted Chief of the Technical Laboratory at the CIC Center, and enlisted Chief of Special Projects Technical Laboratory(CIC), Far East Command. During this period, I co-authored two textbooks for the CIC School and rewrote one other. Further, I experienced over 2,000 lecture hours as an instructor in the basic CIC School and lived and worked three years in two foreign countries.

1945-1946 I held the position of Camp Superintendent of a 100-man forest camp engaged in timber disease control, U.S. Forest Service, California.
1941-1943 Military Service, U.S. Army, Intelligence NCO, MOS 631, Combat Intelligence.
1939-1940 Forest Guard, U.S, Forest Service, California
1935-1939 Lumber Industry, California
Additional information upon request

Herman Edward Kimsey
37 Massachusetts Ave., N. W.
Washington 16, D. C. (20016)
Telephone FEderal 8-6400

RESUME

I Personal -

Age 40 - Married - No Children.

II Education -

a - Grammar School - Oregon & California.
b - Junior High School - Oregon & California.
c - High School - Oregon & California.
d - College Level GED (USAFI) 1948.

III Special Schools and Training Courses -

a - U. S. Forest Service School for Fire Control and Prevention, Shasta, National Forest, California; 1939 and again in 1940.
b - U. S. Army Chemical Warfare School for Instructors, Camp Claiborne, Louisiana, 1942.
c - U. S. Forest Service School for Fire Control & Prevention, Shasta, National Forest California, 1945.
d - U. S. Forest School for Timber Disease Control (Blister Rust) Klamath National Forest, California, 1946.
e - U. S. Army Counter Intelligence Corp School for Special Agents, Fort Holabird, Maryland, 1946 and 1947.
f - Instructor Guidance Course, U. S. Army CIC School, Fort Holabird, Maryland - 1947 and again in 1952.

IV Empirical Background -

From 1962 to present, I have been associated, as a technical consultant, with Security Associates, Inc., Washington, D. C. specializing in commercial and industrial security.

From 1953 to 1962, I was an Intelligence Officer with U. S. Government, Central Intelligence Agency (Annual Salary - $11,415 - GS-13). As Chief of a small branch of highly specialized analysts, I exercised a wide variety of talents and was responsible for: the direction and administration of the branch operations, determined the course of action for further research effort within the branch; monitored and supervised a program of special personnel assessment; evaluated technical analyses and their relationship to specific cases; advised and consulted with members of Senior Staff components of CIA; delivered numerous technical briefings to both U. S. and foreign police and intelligence services; initiated and maintained liaison with other U. S. Government components; activated and directed research projects carried out by private organizations such as Universities, private consultants, and private research corporations. During the above period, I trained and briefed the police and intelligence agencies of more than 50 foreign countries and actually traveled and worked in 6 foreign countries. I also initiated and developed four technical systems currently in operation on a world-wide basis within CIA and wrote numerous articles for an intelligence periodical. In January 1962, CIA presented me with one of the largest individual Monetary Suggestion Awards ever given by that agency.

From 1946 to 1953, I worked as a Special Agent (MOS-1301) in the Army's Counter Intelligence Corp in the grade of Master/Sergeant. My duties consisted of investigating crimes of security nature; member of a combat CIC team in Korea; two assignments as an instructor at the basic CIC School; enlisted Chief of the Technical Laboratory at the CIC Center, and enlisted Chief of Special Projects Technical Laboratory (CIC), Far East Command. During this period, I co-authored two text books for the CIC School and rewrote one other. Further, I experienced over 2,000 lecture hours as an instructor in the basic CIC School and lived and worked three years in two foreign countries.

1945-1946 I held the position of Camp Superintendent of a 100-man forest camp engaged in timber disease control, U. S. Forest Service, California.

1941-1943 Military Service, U. S. Army, Intelligence NCO, MOS 631, Combat Intelligence.

1939-1940 Forest Guard, U. S. Forest Service, California.

1935-1939 L[illegible]r Industry, California.

Additional information upon request.

Norman Edward Kinsey

Dec. 11, 1916

Questioned Document Analyst - GS-14 (Section Chief) - page 2.

b. Section Chief participated in establishing document analysis facilities in foreign governments and present plans call for continuation of this TDY consulting and advisory work.

c. Per request from Training, Section Chief periodically briefs Foreign Intell. Services and Agency personnel. These briefings cover general capabilities of the Section and are intended to inform the student of the questioned document problem.

II. SUPERVISION RECEIVED:

The Section Chief receives technical requests directly from customers and advises them and the Branch Chief on the technical problems, personnel, and other requirements for making determinations. Staff and Branch Chiefs establish guides on administrative matters. Review of accomplishments can only be made in the light of the customers application of evaluation results. Decisions required as a result of Section work are usually "Eyes Only" for customers application in offices of Senior Staffs of the major components in the Agency. The recommendations for participation in setting technical standards for mechanical and personnel identification methods or in financing such activity would be evaluated on the basis of the incumbent's evaluation of potential benefit to Agency technical services to intelligence efforts.

III. QUALIFICATIONS REQUIRED:

Qualifications for this position will be written in the preliminary Qualification Standards developed for the GS-1397.01, Document Analyst title, upgraded by Civil Service Commission Hearing, to GS-14, 1958.

14-00000

SECERT

REPRODUCTION MASTERS

BIOGRAPHIC PROFILE

SECRET

Handle With Care

Republican National Committee

S-E-C-R-E-T
(When Filled In)

NAME	Title, Grade & Salary	Office & Extension	DOB	EOD	LWD	Type Referral
Kinsey, Herman Edward	[illegible] GS-14	[illegible]	[illegible]	3/53	[illegible]	101

Reference Data

Resigned [illegible]

OP Interviewer: E [illegible]

Date of Interview	Details of Out Placement (Including Cover & Security Data)
[illegible] 62	Kinsey brought in copy of SF [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] for [illegible] [illegible] [illegible] [illegible] [illegible] [illegible] of [illegible] [illegible] [illegible] [illegible] [illegible] what he wants & promised to check back of [illegible] [illegible]
Sept 3 64	Subject came in late 1963 and was given assistance in filing for FAME and he qualified at a grade 13/14 level. He was re.ered to xxxxxx several jobs and I have just been informed that he has taken a position with the Republican National Committee as assistant security officer.
Nov 1964	Subject called to advisxx me that since the republicans had been beaten that he was out of a job.
Dec 1965	Called Mr Kinsey and refered him to The Plaza hotel in New York for a position as security officer. I called the personnel officer of the hotel and told him of Mr Kinsey's qualifications and set up an appointment for and interview. Mr Kinsey went for the interview and was offered the position whicj paid $1.60 per hour and meals. at that time he was being considered for another position and xxxx acked time to consider offer.
Jan 14 1965	Contacted Mr Kinsey to see if he had made up his mind about the job in NY as I had some one else to refer. He advised me that he was being considered for position as security officer with the Republican National Committee and he would know after they met in Chicago Jan 22/
[illegible]	Heard from him periodically - So far failed to [illegible] he is now trying private industry.

3-62

OUT PLACEMENT INTERVIEW RECORD

(See Reverse)

S-E-C-R-E-T

14-00000

S-E-C-R-E-T
(When Filled In)

NAME	Title, Grade & Salary	Office & Extension	DOB	EOD	LWD	Type Referral
Reference Data						OP Interviewer

Date of Interview	Details of Out Placement (Including Cover & Security Data)

OUT PLACEMENT INTERVIEW RECORD

3-62

(See Reverse)

S-E-C-R-E-T

S-E-C-R-E-T
(When Filled In)

[illegible]

NAME	Title, Grade & Salary	Office & Extension	DOB	EOD	LWD	Type Referral
Kinsey, Herman E.	[illegible] 13	TSD/[illegible] X 2009 [illegible]	12/[illegible]	[illegible]/53		[illegible]

Reference Data

[illegible]
TSD - [illegible] analyst

CP Interviewer: [illegible]

Date of Interview	Details of Out Placement (Including Cover & Security Data)
22 March 62	Saw [illegible] + [illegible]. Thinks there is a good chance of this [illegible]. Has good background in [illegible], [illegible]. Has written several books in field. Knows [illegible] at [illegible]. Contact at NSA. Lives at [illegible] Texas. Will draft [illegible] + [illegible] [illegible].
2 [illegible] July	Did not see this man — he slipped out before we could catch him. [illegible]

3-62

OUT PLACEMENT INTERVIEW RECORD

(See Reverse)

S-E-C-R-E-T

SECRET

NOTIFICATION OF ESTABLISHMENT OF MILITARY COVER BACKSTOP

DATE: 25 January 1962

ESTABLISHED FOR: ZIMSEY, Herman E.

FILE NO.: K-8689

TO: (Check)
- X CHIEF, RECORDS AND SERVICES DIVISION
- CHIEF, OPERATING COMPONENT

ATTN:

REF:

MILITARY COVER BACKSTOP ESTABLISHED

X BLOCK RECORDS: (HR 20-800.1)

a. TEMPORARILY FOR 30 DAYS, EFFECTIVE 19 January 1962

b. CONTINUING, EFFECTIVE

SUBMIT FORM 6?? TO CHANGE LIMITATION CATEGORY TO ?. (HR 20-800.2)

ASCERTAIN THAT ARMY W-2 BEING ISSUED. (HR 20-661.1)

SUBMIT FORM 1??? FOR ANY CHANGE AFFECTING THIS COVER. (R 240-250)

SUBMIT FORM 13?? FOR TRANSFERRING COVER RESPONSIBILITY. (R 240-250)

REMARKS:

[illegible]

COPY TO ??? ??

Robert E. Young

CHIEF, MILITARY COVER ???

DISTRIBUTION: 1 ??? ?? 1 ??? ?? 1 ??? COPY

FORM 1551 ??? SECRET

14-00000

GS	13	3	$11,155	07/10/60					

9. Remarks and Authentication

/ ✓ / NO EXCESS LWOP

/ / IN PAY STATUS AT END OF WAITING PERIOD

/ / IN LWOP STATUS AT END OF WAITING PERIOD

SECRET

PAY CHANGE NOTIFICATION

Form 560 Obsolete Previous Edition SECRET (4-51)

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
D	KIMSEY HERMAN E	161555	44 49	GS-13 3	$10,370	$11,155

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
161555	KIMSEY HERMAN E	DDP/TSS	V-20	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO.	DA.	YR.	GRADE	STEP	SALARY	EFFECTIVE DATE MO.	DA.	YR.
GS 13	2	$10,130	08	10	58	GS 13	3	$10,370	02	07	60

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

8. CHECK ONE ☑ NO EXCESS LWOP ☐ EXCESS LWOP

IF EXCESS LWOP, CHECK FOLLOWING:
☐ IN PAY STATUS AT END OF WAITING PERIOD
☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. TYPE OF ACTION
☐ PRI. ☐ LWI ☐ PAY ADJUSTMENT

13. REMARKS

14. AUTHENTICATION

SECRET

PAY CHANGE NOTIFICATION

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
161555	KINSEY HERMAN E	DDP/TSS 6	V-20	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO.	DA.	YR.	GRADE	STEP	SALARY	EFFECTIVE DATE MO.	DA.	YR.
GS 13	1	$ 9,890	02	10	57	GS 13	2	$10,130	08	10	58

REMARKS

CERTIFICATION

I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.

TYPED, OR PRINTED, NAME OF SUPERVISOR	DATE	SIGNATURE OF SUPERVISOR
JOSEPH F. MARZEN	10/7/58	Joseph F. Marzen

PERIODIC STEP INCREASE - CERTIFICATION

FORM NO. 560 1 MAR. 56

SECRET

PERSONNEL FOLDER (4)

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
161555	KINSEY HERMAN E	DDP/TSS	V-20	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO.	DA.	YR.	GRADE	STEP	SALARY	EFFECTIVE DATE MO.	DA.	YR.
GS 13	1	$ 9,890	02	10	57	GS 13	2	$10,130	08	10	58

TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER

8. CHECK ONE [X] NO EXCESS LWOP [ ] EXCESS LWOP
IF EXCESS LWOP, CHECK FOLLOWING:
[ ] IN PAY STATUS AT END OF WAITING PERIOD
[ ] IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK HH 11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. PROJECTED SALARY RATE AND EFFECTIVE DATE					
GRADE	STEP	SALARY	MO.	DA.	YR.

13. REMARKS

14. AUTHENTICATION

OCT 3 1958

PAYROLL BRANCH

E. M. STEWART

PERIODIC STEP INCREASE - AUTHENTICATION

FORM NO. 560b 1 MAR. 56

SECRET

PERSONNEL FOLDER (4)

14-00000

SECRET

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE 12 JANUARY 1958 AUTHORIZED BY P. L. 85, - 462 AND DCI DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
KIMSEY HERMAN E	161555	GS-13-1	$ 8,990	$ 9,890

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

SECRET

14-00000

ADM: 20 SEPT 62

SECRET
(When Filled In)

OEF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: 061555
2. NAME (LAST-FIRST-MIDDLE): KIMSEY HERMAN E

3. NATURE OF PERSONNEL ACTION: TERMINATION
4. EFFECTIVE DATE: MO. DA. YR. 09 20 62
5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: X | V TO V | V TO CF | CF TO V | CF TO CF
7. COST CENTER NO. CHARGEABLE: 3276 1064 1000
8. CSC OR OTHER LEGAL AUTHORITY:

9. ORGANIZATIONAL DESIGNATIONS:
DDP TSD
AUTHENTICATION
GRAPHIC ARTS REPRODUCTION BRANCH
ANALYSIS AND RESEARCH SECTION

10. LOCATION OF OFFICIAL STATION: WASH., D. C.

11. POSITION TITLE: DOCUMENT TECH CH
12. POSITION NUMBER: 0658
13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 1397.01
16. GRADE AND STEP: 13 4
17. SALARY OR RATE: 11415

18. REMARKS

TERMINATED IN ACCORDANCE WITH PROVISIONS OF CIA REGULATION 20-27, SEPARATION OF SURPLUS PERSONNEL, PURSUANT TO AUTHORITY OF DIRECTOR OF CENTRAL INTELLIGENCE CONTAINED IN SECTION 102 (C) OF THE NATIONAL SECURITY ACT OF 1947, AS AMENDED. THIS TERMINATION DOES NOT AFFECT YOUR RIGHT TO SEEK OR ACCEPT EMPLOYMENT IN ANY OTHER DEPARTMENT OR AGENCY OF THE U.S. GOVERNMENT IF YOU ARE DECLARED ELIGIBLE FOR SUCH EMPLOYMENT BY THE U.S. CIVIL SERVICE COMMISSION.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. HDQTRS. CODE	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
45	10					12 11 16		

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.)	EOD DATA	33. SECURITY REQ. NO.	34. SEX
			1GT0003				

35. VET. PREFERENCE (CODE; 0 - NONE, 1 - 5 PT., 2 - 10 PT.)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY (CAR, RESV, PROV, TEMP) CODE	39. FEGLI / HEALTH INSURANCE (CODE: 0 - WAIVER, 1 - YES; HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE: 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE LESS THAN 3 YRS., 3 - BREAK IN SERVICE MORE THAN 3 YRS.)	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES 2 - NO; CODE; NO. TAX EXEMP.; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

AUTHORIZED MAXIMUM SEPARATION COMPENSATION IN ACCORDANCE WITH THE PROVISIONS OF CIA REGULATION 20-32, SEPARATION COMPENSATION.

POSTED
10-3-62

FORM 4-62 1150 Use Previous Edition

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

(When Filled In)

SECRET
(When Filled In)

EWS: 13 MAY 1960

NOTIFICATION OF PERSONNEL ACTION

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo. Da. Yr.)	4. Vet. Pref.	5. Sex	6. CS - EOD (Mo. Da. Yr.)
161555	KIMSEY HERMAN E	12 11 16	1	M 1	03 23 53

7. SCD (Mo. Da. Yr.)	8. CSC Retmt. (Yes-1 No-2) Code	9. CSC Or Other Legal Authority	10. Appt. Affidav. (Mo. Da. Yr.)	11. FEGLI (Yes-1 No-2) Code	12. LCD (Mo. Da. Yr.)	13. Credit Code
06 07 42	1	50 USCA 403 J			03 23 53	2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP TSS AUTHENTICATION GRAPHIC ARTS REPRODUCTION DIV ANALYSIS AND RESEARCH BRANCH		WASH., D. C.	

16. Dept. - Field Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
2	IO TECH AIDS	0092	GS	0136.63

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade	25. PSI Due	26. Appropriation Number
13 3	$10370	D			0225 1005 1000

ACTION

27. Nature Of Action	Code	28. Eff. Date (Mo. Da. Yr.)	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT	56	05 15 60	REGULAR	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP TSS AUTHENTICATION GRAPHIC ARTS REPRODUCTION BRANCH ANALYSIS AND RESEARCH SECTION	4449	WASH., D. C.	75013

33. Dept. - Field Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
2	DOCUMENT TECH CH	0658	GS	1397.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo. Da. Yr.)	42. PSI Due (Mo. Da. Yr.)	43. Appropriation Number
13 3	$10370	D	02 10 57	08 06 61	0225 1005 1000

44. Remarks

POSTED
HK

FORM NO. 1150
1 MAR 57

SECRET

(4)

14-00000

STANDARD FORM 50 (4 PART)

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
MR. [illegible] E. [illegible] 161555	11 Dec 1916		4 February 1957

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
PROMOTION 30	10 Feb 1957	50 USCA 403 J

FROM		TO
	8. POSITION TITLE	IO Tech Aide BY-92
GS-0136.63-12 $7735.00 per annum	9. SERVICE, SERIES, GRADE, SALARY	GS-0136.63-13 $8990.00 per annum
	10. ORGANIZATIONAL DESIGNATIONS 444952	DDP/TSS Authentication Graphic Arts Reproduction Division Analysis and Research Branch
	11. HEADQUARTERS 2	Washington, D. C.
FIELD [ ] DEPARTMENTAL [ ]	12. FIELD OR DEPT'L	FIELD [ ] DEPARTMENTAL [X]

13. VETERAN'S PREFERENCE: NONE / WWII / OTHER / 5-PT [X] / 10-POINT

14. POSITION CLASSIFICATION ACTION: NEW / VICE / I. A. / REAL — SD-OT

1

15. 34 16. APPROPRIATION W FROM: 7-2725-20 750-13 TO: Same

17. SUBJECT TO C. S. RETIREMENT ACT (YES / NO): Yes

18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)

19. LEGAL RESIDENCE: [ ] CLAIMED [ ] PROVED STATE:

1

20. REMARKS:

3 EOD 03/23/53

POSTED 5 FEB 1957

ENTRANCE PERFORMANCE RATING:

Director of Personnel

SIGNATURE OR OTHER AUTHENTICATION

4. PERSONNEL FOLDER COPY

U.S. GOVERNMENT PRINTING OFFICE

MJ 2/4/57

1. Agency and organizational designation

2. Payroll period

3. Block No. 7-2[illegible]-20

4. Slip No.

5. Employee's name (and social security account number when appropriate)
[illegible]

6. Grade and salary
[illegible]-12 $7570

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	FEDERAL TAX	BOND	F. I. C. A.	STATE TAX	GROUP LIFE INS.			NET PAY
7. Previous normal													
8. New normal													
9. Pay this period													

10. Remarks:

11. Appropriation(s)
TSS-6

12. Prepared by
lp 25 Oct 56

13. Audited by

[X] Periodic step-increase [ ] Pay adjustment [ ] Other step-increase

14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better
16 Dec 56	19 Jun 55	$7570	$7785	Service and conduct are satisfactory. David M. Richards (Signature or other authentication)

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods):
Periods(s):

[X] No excess LWOP. Total excess LWOP

(Check applicable box in case of excess LWOP):
[ ] In pay status at end of waiting period.
[ ] In LWOP status at end of waiting period.

Initials of Clerk

STANDARD FORM NO. 1126—Revised
Form prescribed by Comp. Gen., U. S.
October 26, 1954, General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY

14-00000

STANDARD FORM 50 (3 PARTS)
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.-MISS-MRS.-ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Herman E. Kimsey	11 Dec 1916		17 Jun 1955

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Promotion	19 June 1955	50 USCA 403 J

FROM		TO
HY-92-11	8. POSITION TITLE	IO (Tech Aids) HY-92
GS-0136.63-11 $5940.00 per annum	9. SERVICE, SERIES, GRADE, SALARY	GS-0136.63-12 $7040.00 per annum
	10. ORGANIZATIONAL DESIGNATIONS	DDP/Technical Services Staff Authentication Graphic Arts Reproduction Division Analysis and Research Branch
	11. HEADQUARTERS	Washington, D. C.
☐ FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPT'L	☐ FIELD ☒ DEPARTMENTAL

13. VETERAN'S PREFERENCE: NONE | WAIV. | OTHER | DISP. X | 10-POINT (OTHER)

14. POSITION CLASSIFICATION ACTION: NEW | VICE | O.A. | REAL. — LD-1/F

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 5-7515-20 TO: Same	Yes		☐ CLAIMED ☐ PROVED STATE: Calif.

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

FOLDED
6/22/55 GL

ENTRANCE PERFORMANCE RATING
Director of Personnel

SIGNATURE OR OTHER AUTHENTICATION

4. PERSONNEL FOLDER COPY

U. S. GOVERNMENT PRINTING OFFICE

7/8/55

14-00000

STANDARD FORM 50 (8 PART)
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.-MISS-MRS.-ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
MR. [illegible] F. [illegible]	11 [illegible] 1914		17 [illegible] 1955

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
REASSIGNMENT	22 May 1955	[illegible] 103 J

FROM		TO
IO (PROC. ATTE) HY 92-11	8. POSITION TITLE	[illegible] (PROC. ATTE) HY 92-11
	9. SERVICE, SERIES, GRADE, SALARY	[illegible]-0134.63-11 $[illegible].00 P/A
	10. ORGANIZATIONAL DESIGNATIONS	[illegible] Auth. [illegible] Reduction Division, Analysis [illegible] Research Branch
	11. HEADQUARTERS	Washington, D. C.
FIELD / DEPARTMENTAL	12. FIELD OR DEPT'L	FIELD / DEPARTMENTAL

13. VETERAN'S PREFERENCE

NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER
			X		

14. POSITION CLASSIFICATION ACTION: NEW / VICE / [illegible] / [illegible] — [illegible]

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	[illegible]	FROM: 5-2515-20 TO:	Yes		☐ CLAIMED ☐ PROVED STATE: [illegible]

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

[illegible] T/O

[illegible]
25 MAY 1955
[signature]

[illegible]

ENTRANCE PERFORMANCE RATING: [illegible]

[illegible] OR OTHER AUTHENTICATION

4. PERSONNEL FOLDER COPY

[illegible] 5/18/55

U. S. GOVERNMENT PRINTING OFFICE: [illegible]

STANDARD FORM 50 (3 PART)
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.–MISS–MRS.–ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Herman E. Kinsey	11 Dec 1916		25 Feb 1955

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Reassignment	27 Feb 1955	50 USCA 403 j

FROM		TO
Technologist BY 93	8. POSITION TITLE	I.O. (Tech Aids) BY 92-11
GS-1390.01-11	9. SERVICE, SERIES, GRADE, SALARY	GS-0136.63-11 $5940.00 per annum
	10. ORGANIZATIONAL DESIGNATIONS	DDP/Technical Services Staff Graphic Arts Reproduction Division Analysis and Research Branch
	11. HEADQUARTERS	Washington, D.C.
FIELD / DEPARTMENTAL	12. FIELD OR DEPT'L	FIELD / DEPARTMENTAL X

13. VETERAN'S PREFERENCE: NONE | 5-PT. | OTHER | 5-PT. | 10-POINT (DISAB. | OTHER)

14. POSITION CLASSIFICATION ACTION: NEW | VICE | | | SD-DY

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 5-2515-20 TO: Same	Yes		CLAIMED / PROVED STATE: Calif.

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

POSTED
2/28/55

ENTRANCE PERFORMANCE RATING

SIGNATURE OR OTHER AUTHENTICATION

4. PERSONNEL FOLDER COPY

U. S. GOVERNMENT PRINTING OFFICE: 1954—[illegible]

14-00000

STANDARD FORM 50
REV. APRIL 1951
PROMULGATED BY
U.S. CIVIL SERVICE COMMISSION
CHAPTER 21, FEDERAL PERSONNEL MANUAL

ENTRAL INTELLIGENCE AGENC.

NOTIFICATION OF PERSONNEL ACTION

jmn

1. NAME (MR. - MISS - MRS. - ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Herman E. Kimsey	11 Dec 1916		7 May 1954

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Promotion	9 May 1954	50 USCA 403 j

FROM		TO
BY 93-9	8. POSITION TITLE	Technologist BY 93
GS-1390.01-9 $5185.00 per annum	9. SERVICE, SERIES, GRADE, SALARY	GS-1390.01-11 $5940.00 per annum
	10. ORGANIZATIONAL DESIGNATIONS	DDP/Technical Services Staff Graphic Arts Reproduction Div. Analysis & Research Branch
	11. HEADQUARTERS	Washington, D. C.
[ ] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L	[ ] FIELD [X] DEPARTMENTAL

13. VETERAN'S PREFERENCE: NONE | 5-PT. | OTHER | 10-POINT (DISAB / OTHER) — XXXX

14. POSITION CLASSIFICATION ACTION: NEW | VICE | I.A. | REAL — SD-DT — CD-75

15. SEX: M | 16. RACE: W | 17. APPROPRIATION — FROM: 4-2515-20 TO: Same

18. SUBJECT TO C. S. RETIREMENT ACT (YES - NO): Yes

19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY):

20. LEGAL RESIDENCE: [ ] CLAIMED [ ] PROVED STATE: Calif.

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

ENTRANCE PERFORMANCE RATING

Deputy Assistant Director for Personnel

(SIGNATURE OR OTHER AUTHENTICATION)

4. PERSONNEL FOLDER COPY

5-15-54

U.S. GOVERNMENT PRINTING OFFICE

STANDARD FORM 50
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR. - MISS - MRS. - ONE GIVEN NAME, INITIAL(S), AND SURNAME): Mr. Harman E. Kinsey	2. DATE OF BIRTH: 11 Dec. 1916	3. JOURNAL OR ACTION NO.	4. DATE: 20 Apr. 1954

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY): Reassignment	6. EFFECTIVE DATE: 25 Apr. 1954	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY: 50 USCA 403 J

FROM		TO
Tech Projects Of RY 256-9	8. POSITION TITLE	Technologist RY 93-9
GS-1390-9	9. SERVICE, SERIES, GRADE, SALARY	GS-1390.01-9 $5135.00 per annum
Office of the Chief	10. ORGANIZATIONAL DESIGNATIONS	DDP/TSS Graphic Arts Reproduction Div. Analysis & Research Branch
	11. HEADQUARTERS	Washington, D. C.
☐ FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPT'L	☐ FIELD ☒ DEPARTMENTAL

13. VETERAN'S PREFERENCE: NONE | WWII | OTHER | 5-PT. X | 10-POINT: DISAB | OTHER

14. POSITION CLASSIFICATION ACTION: NEW | VICE | L.A. | REAL. — CD-TO

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C.S. RETIREMENT ACT (YES - NO)	19. DATE OF APPOINT-MENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 4-2515-20 TO: Same	Yes		☐ CLAIMED ☐ PROVED STATE: Calif.

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

ENTRANCE PERFORMANCE RATING:

Deputy Assistant Director for Personnel

SIGNATURE OR OTHER AUTHENTICATION

4-22-54

4. PERSONNEL FOLDER COPY

U. S. GOVERNMENT PRINTING OFFICE 1953

14-00000

U. S. GOVERNMENT PRINTING OFFICE: 1959 - 037574

1. Agency and organizational designations

2. Pay roll

3. Fiscal No. 4-[illegible]-20

4. Slip No.

5. Employee's name (and social security account number when appropriate)
KINSEY, Herman E.

6. Grade and salary
XXXXX GS-9 $5060.00

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F.I.C.A.			NET PAY
7. Previous normal											
8. New normal											
9. Pay this period											

10. Remarks

11. Appropriation(s)
DDP/TSB 5

12. Prepared by
dgo 9 Apr 56

13. Audited by

XX Periodic step-increase ☐ Pay adjustment ☐ Other step-increase

14. Effective date	15. Date last equivalent increase	16. Old salary rate	17. New salary rate	18. Performance rating is satisfactory or better.
28 Mar 56	23 Mar 53	$5060.00	$5185.00	(Signature or other authentication)

19. LWOP data (Fill in appropriate spaces covering LWOP during following period(s))
Period(s):

(Check applicable box in case of excess LWOP)
☐ [illegible] waiting period.
☐ [illegible] waiting period.

☐ No excess LWOP. Total excess LWOP ____

STANDARD FORM NO. 1126d—Revised
Form prescribed by Comp. Gen., U. S.
Nov. 3, 1955, General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY

14-00000

STANDARD FORM 50
U. S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION pal

1. NAME	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Herman E. Kimsey	11Dec.1916		29 Aug. 1953

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Reassignment	808	13 Sept. 1953	Schedule A6.116(b)

FROM		TO
TECH PROJECTS OFF BY 256-9	8. POSITION TITLE	TECH PROJECTS OFF BY 256-9
GS 1390-9 $5060.00 per annum	9. SERVICE, SERIES, GRADE, SALARY	GS 1390-9 $5060.00 per annum
DDP/TSS Graphic Arts Reproduction Div Office of the Chief	10. ORGANIZATIONAL DESIGNATIONS	DDP/TSS Graphic Arts Reproduction Div Office of the Chief
Washington D.C.	11. HEADQUARTERS	Washington D.C.
FIELD [ ] DEPARTMENTAL [X]	12. FIELD OR DEPT'L	FIELD [ ] DEPARTMENTAL [X]

13. VETERAN'S PREFERENCE: NONE [ ] WAR [X] OTHER [X]

14. POSITION CLASSIFICATION ACTION: NEW [ ] VICE [ ] L.A. [ ] REAL. [ ] CD TS

15. SEX: M 16. RACE: W 17. APPROPRIATION: FROM 3-2515-10 TO 3-2515-20

18. SUBJECT TO C.S. RETIREMENT ACT: Yes

19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)

20. LEGAL RESIDENCE: [ ] CLAIMED [ ] PROVED STATE:

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

Transfer TO Vouchered Funds FROM Unvouchered Funds

Acting Chief, Personnel Division

ENTRANCE PERFORMANCE RATING

4. PERSONNEL FOLDER COPY

COMBINED PERSONNEL ACTION

(1) Staff or Division TSS (2) Date T/O Approved [illegible] (3) Effective date of Action [illegible]

	FROM				TO		
NAME	(5) ORG. INF. & POS TITLE	(6) SCHEDULE SERIES-GRADE	(7) SLOT NO. Y	(8) ACTION	(9) ORG. INF. & POS TITLE	(10) SCHEDULE SERIES-GRADE	(11) SLOT NO. BY
DIVISION Special Assistance Division (Cont'd)					SPECIAL ASSISTANCE DIV.		
[illegible] BRANCH							
[illegible], Edigno	Chemist	GS-12	239	B	Chemist	GS-1320-12	198
Laubinger, Frank H.	Chemist	GS-7	242	B	Chemist	GS-1320-7	199
[illegible] BRANCH							
High, Joe B.	Chemist	GS-12	243	B	Chemist	GS-1320-12	202
Lanoer, Elizabeth S.	Trng Off-Tech Flds	GS-9	251	C	TRAINING Trng Off-Tech Flds	GS-1712-9	[illegible] Trng
[illegible] TECHNICIANS					SPECIAL ASSISTANCE DIV.		
* [illegible]l, Vincent	Seals Technician	GS-11	246	B	Seals Technician	GS-301-11	206
* [illegible], Herman E.	Seals Technician	GS-9	247	[illegible]	GRAPHICS ARTS [illegible] Tech Projects Off	GS-301-9	120 [illegible]

* Candidate in Process

(12) APPROVED BY: [signature] Staff or Div. Chief (13) APPROVED BY: ____ Class. & Wage Division (14) APPROVED BY: ____ Personnel Officer

SECRET

CONFIDENTIAL FUNDS PERSONNEL ACTION

NAME: KINSEY, Herman Edward		DATE: 30 August 1952
NATURE OF ACTION: Excepted appointment		EFFECTIVE DATE: 23 March 1953
	FROM	TO
TITLE		TECH. PROJ. OFF. BY-110 ~~~~
GRADE AND SALARY		GS-301-9 $5060
OFFICE		Technical Services
DIVISION		GRAPHIC ARTS REP. DIV. ~~Special Assistance~~
BRANCH		Off. of Chief ~~Miscellaneous Techniques~~
OFFICIAL STATION		Washington D. C.

APPROVAL

QUALIFICATIONS	FOR ASSISTANT DIRECTOR	EXECUTIVE
	RW Muenster ROBERT W. MUENSTER	
CLASSIFICATION	PERSONNEL OFFICER	
[signature]	[signature]	

POST DIFFERENTIAL AUTHORIZED IN ACCORDANCE WITH AGENCY REGULATIONS — YES [ ] NO [X]

OATH OF OFFICE AND NO STRIKE AFFIDAVIT EXECUTED ON 23 March 1953

SECURITY CLEARED ON 6 Feb. 1953

OVERSEAS AGREEMENT SIGNED NA

ENTERED ON DUTY 23 March 1953

allot. 25-15-10

[signature]
SIGNATURE OF AUTHENTICATING OFFICER

REMARKS:

Subject is to be employed in a civilian capacity.

DOG: 03/23/53
OSCOD: 03/23/53
LCD: 03/23/53

POSTED
DE 26 Mar 53

FORM NO. 37-1
NOV 1949

SECRET

SECRET
(When Filled In)

/ 9-10 -2

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 61555

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
KIMSEY Herman E.	11 December 1916	M	GS-13

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
D	DOC TECH CH	DDP/TSD/A/GARB

8. CAREER STAFF STATUS: NOT ELIGIBLE; X MEMBER; DEFERRED; PENDING; DECLINED; DENIED

9. TYPE OF REPORT: INITIAL; REASSIGNMENT/SUPERVISOR; X ANNUAL; REASSIGNMENT/EMPLOYEE; SPECIAL (Specify)

10. DATE REPORT DUE IN O.P.: 31 January 1962

11. REPORTING PERIOD From To: Dec 1960 - Dec 1961

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

Specific Duty	Rating No.	Specific Duty	Rating No.
No. 1: Supervises A&R Section activities.	3	No. 4: Oral Briefings.	5
No. 2: Questioned Document Analysis.	5	No. 5: Monitoring the writing of and writing technical reports.	5
No. 3: Liaison with other Government Questioned Document Labs.	5	No. 6: Monitors Graphology Program.	5

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 4

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE						X	
RESOURCEFUL						X	
ACCEPTS RESPONSIBILITIES					X		
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE					X		
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS						X	
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X	
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

SECRET

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Mr. Kimsey possesses a wealth of knowledge in his technical field which, when skillfully and tactfully utilized, helps to increase the productive capability of his Section's activities.

This thorough knowledge of A&R activities enables him to present his oral briefings in an informative and interesting manner.

Subject has been downgraded in Specific Duty #1 from a "4" to a "3". The basis for the lower rating in this category warrants the following explanation. There have been numerous and reoccuring complaints from personnel under his supervision that he does not display a complete respect for their professional capabilities. This weakness has definitely decreased the morale of the personnel under his supervision. Mr. Marzen, Chief, TSD/GARB, has discussed all areas of weaknesses with the Ratee and pointed out how they affect the overall work aspects of this section of TSD/GARB.

SECTION F — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
7 March 1962	

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
58	

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

- [ ] EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS
- [ ] REPORT MADE WITHIN LAST 90 DAYS
- [ ] OTHER (Specify):

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
7 March 1962	DC/TSD/GARB	Paul J. Szego (signed) Paul J. Szego

3. BY REVIEWING OFFICIAL

- [ ] I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- [ ] I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- [ ] I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- [ ] I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

This was not signed by Mr. Kimsey and was not forwarded in March 1962 as Mr. Kimsey was in the process of leaving as a result of the 701 action.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
13 February 1963	Chief, TSD/GARB	(signed) Joseph F. Marzen

SECRET

14-00000

SECRET
(When Filled In)

8 MAR 1961

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 61555

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
KIMSEY, Herman E.	11 Dec 1916	M	GS-13

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
D	DOCUMENT TECH CH	DDP/TSD/AUTH/GARB

8. CAREER STAFF STATUS

NOT ELIGIBLE	X	MEMBER		DEFERRED	
PENDING		DECLINED		DENIED	

9. TYPE OF REPORT

	INITIAL		REASSIGNMENT/SUPERVISOR
X	ANNUAL		REASSIGNMENT/EMPLOYEE
	SPECIAL (Specify)		

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD From / To
31 January 1961	Jan 1960 thru Dec 1960

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding

SPECIFIC DUTY	RATING NO.	SPECIFIC DUTY	RATING NO.
No. 1: Supervises A&R Section personnel	4	No. 4: Oral Briefings	5
No. 2: Questioned Document Analysis	5	No. 5: Monitering the writing of and writing technical reports	5
No. 3: Liaison with other Government Questioned Document Labs.	5	No. 6: Moniters Graphology Program	5

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 4

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE						X	
RESOURCEFUL						X	
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS						X	
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X	
OTHER (Specify):						X	

SEE SECTION "E" ON REVERSE SIDE

FORM 8-58 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

(4)

14-00000

SECRET
(When Filled In)

SECTION E	NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject continues to perform his duties as Supervisor of the many complex A&R activities in a competent manner. His knowledge of the technical aspects of his Sections' many functions help to insure a continuation of work flow and his ability to absorb and retain technical data related to his field of endeavor serves as an aid in the presentations of his numerous oral briefings.

One apparent weakness, which he continues to retain, is in his work relations with technical personnel; he has a tendency to drift from main topic under discussion to unrelated subjects, which, while they may be informative, decreases not only the Subject's productive capability, but, also that of the technical personnel.

SECTION F	CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
31 January 1961	H. E. Kinsey

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
46	

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS
OTHER (Specify):	

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
31 January 1961	DC/TSD/GARB/	Paul J. Szego PAUL J. SZEGO

3. BY REVIEWING OFFICIAL

✓	I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
	I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
31 January 1961	Chief, TSD/GARB	Joseph F. Marzen JOSEPH F. MARZEN

SECRET

14-00000

SECRET
(When Filled In)

Recorded

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 161555

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
KIMSEY, Herman E.	11 Dec. 1916	M	GS-13

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
DT	IO TECH AIDS	DDP/TSS/A/GARD

8. CAREER STAFF STATUS

NOT ELIGIBLE	X	MEMBER
PENDING		DECLINED
DEFERRED		
DENIED		

9. TYPE OF REPORT

INITIAL		REASSIGNMENT/SUPERVISOR
ANNUAL	X	REASSIGNMENT/EMPLOYEE
SPECIAL (Specify)		

10. DATE REPORT DUE IN O.P.: 31 January 1960

11. REPORTING PERIOD From: Jan 1959 to Jan 1960

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

SPECIFIC DUTY	RATING NO.	SPECIFIC DUTY	RATING NO.
NO. 1 Supervises A&R Branch personnel and activities	4	NO. 4 Oral Briefings	4
NO. 2 Questioned Document Analysis	5	NO. 5 Writing Technical Reports	5
NO. 3 Liaison with other Government Questioned Document Labs.	5	NO. 6 Monitors Graphology Program	5

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 4

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE						X	
RESOURCEFUL						X	
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS						X	
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X	
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

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SECRET
(When Filled In)

SECTION E — **NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject's thorough technical knowledge of A&R activities qualifies him as a competent Supervisor. Since the last reporting period, he has delegated more responsibilities to personnel under his supervision. This, in effect, has increased the productive capability of his Branch.

OFFICE OF PERSONNEL
FEB 11 2 35 PM '60
MAIL ROOM

SECTION F — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
27 January 1960	W. E. Kinsey

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
34	

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

- [ ] EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS
- [ ] REPORT MADE WITHIN LAST 90 DAYS
- [ ] OTHER (Specify):

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
27 January 1960	DC/TSS/GARD	Paul J. Szego PAUL J. SZEGO

3. BY REVIEWING OFFICIAL

- [X] I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- [ ] I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- [ ] I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- [ ] I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
27 January 1960	Chief, TSS/GARD	Joseph F. Marzen JOSEPH F. MARZEN

SECRET

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SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 161555

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
KIMSEY Herman E.	11 Dec 1916	M	GS-13

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
DT	IO TECH AIDS	DDP/TSS/A/GARD

8. CAREER STAFF STATUS: NOT ELIGIBLE / X MEMBER / DEFERRED / PENDING / DECLINED / DENIED

9. TYPE OF REPORT: INITIAL / REASSIGNMENT/SUPERVISOR / X ANNUAL / REASSIGNMENT/EMPLOYEE / SPECIAL (Specify)

10. DATE REPORT DUE IN O.P.: January 1959

11. REPORTING PERIOD (From) (To): Dec 1957 to Jan 1959

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

Specific Duty	Rating No.	Specific Duty	Rating No.
No. 1: Supervises A&R Branch Personnel	3	No. 4: Oral Briefing	4
No. 2: Questioned Document Analysis	5	No. 5: Writing Technical Reports	5
No. 3: Liaison with other Gov't. Questioned Document Labs.	5	No. 6: Monitors graphology program	5

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 4

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE					X		
RESOURCEFUL						X	
ACCEPTS RESPONSIBILITIES					X		
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE					X		
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS						X	
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X	
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

FORM 8-58 45 OBSOLETE PREVIOUS EDITIONS

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SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject is a very competent supervisor from a technical standpoint in that he has a thorough applicable knowledge of the complex [illegible] activities. In many respects this tends to contribute to his main weakness in that he measures the potential of his personnel by his own level of proficiency rather than a team level. This creates a situation whereby he has tendency to perform many functions which he could delegate to his personnel.

SECTION F — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
[illegible]	[illegible]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
22	

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

- [ ] EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS
- [ ] REPORT MADE WITHIN LAST 90 DAYS
- [ ] OTHER (Specify):

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
27 Jan. 1959	Deputy Chief, TSS/GARD	Paul J. Szego Paul J. Szego

3. BY REVIEWING OFFICIAL

- [x] I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- [ ] I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- [ ] I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- [ ] I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
27 Jan. 1959	Chief, TSS/GARD	Joseph F. Marzon [signature]

SECRET

14-00000

SECRET

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any section. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8 of Section "A" below.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
KIMSEY Herman E.	11 Dec 1916	M	DT
5. OFFICE DIVISION/BRANCH OF ASSIGNMENT: DDP/TSS/A/Graphic Arts Repro. Div.	6. OFFICIAL POSITION TITLE: IO TECH AIDS		
7. GRADE: GS-13	8. DATE REPORT DUE IN OP: 23 December 1957	9. PERIOD COVERED BY THIS REPORT (Inclusive dates): 23 December 1956 to 23 December 1957	

10. TYPE OF REPORT (Check one): INITIAL / XX ANNUAL / REASSIGNMENT SUPERVISOR / REASSIGNMENT EMPLOYEE / SPECIAL (Specify)

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [X] HAS [ ] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENTS:

X THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.

THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.

X I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.

IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER HAS BEEN SENT TO HIM AND A COPY ATTACHED TO THIS REPORT.

I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):

B. DATE: 30 Dec. 1957 | C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR: Joseph E. Marzen [signature] | D. SUPERVISOR'S OFFICIAL TITLE: C/TSS/GARD

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR OR ANY OTHER INFORMATION WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

	BY	DATE
Posted Pers. Control	[signature]	17 JAN 1958
Reviewed by PUD	[signature]	

CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE: 30 Dec. 1957 | B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL: Charles J. Ryan [signature] | C. OFFICIAL TITLE OF REVIEWING OFFICIAL: ASSTC/TSS/AUTH

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

INSERT RATING NUMBER: 4/5

1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY EXHIBITS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - XXXXXXXXXXXX CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS

FORM NO. 45 (Part I) REPLACES FORMS 37-151 ... WHICH ARE OBSOLETE. SECRET Performance

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(When Filled In)

OFFICE OF PERSONNEL
JAN 16 9 28 AM '58
MAIL ROOM

C. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering ONLY effectiveness in performance of that duty.
c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY	RATING NUMBER	SPECIFIC DUTY	RATING NUMBER
SPECIFIC DUTY NO. 1: Supervises A&R Branch	6	SPECIFIC DUTY NO. 4: Oral Briefing	4
SPECIFIC DUTY NO. 2: Questioned Document Analysis	5	SPECIFIC DUTY NO. 5: Writing Technical Reports	5
SPECIFIC DUTY NO. 3: Liaison with other Government (Questioned Doc. Labs.)	5	SPECIFIC DUTY NO. 6: Monitors the Graphology Program	5

C. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Background and years of experience with Agency, qualifies subject as an excellent technician in all facets of questioned document analysis. He is performing an excellent job, monitoring the graphology program. He constantly strives for new ideas in his field of endeavor. In presenting oral briefings and in job discussions, he still retains the tendency of drifting from the immediate topic of discussion.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct on the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER: 6

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY. WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? [ ] YES [X] NO. IF YES, EXPLAIN FULLY:

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SECRET
(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL

1. NAME (Last) (First) (Middle): KIMSEY Herman E.
2. DATE OF BIRTH: 11 Dec 1916
3. SEX: M
4. SERVICE DESIGNATION: DT
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT: DDP/TSS/A/Graphic Arts Repro. Div.
6. OFFICIAL POSITION TITLE: IO TECH AIDS
7. GRADE: GS-13
8. DATE REPORT DUE IN OP: 23 December 1957
9. PERIOD COVERED BY THIS REPORT (Inclusive dates): 23 December 1956 to 23 December 1957
10. TYPE OF REPORT (Check one): INITIAL / X ANNUAL / REASSIGNMENT-SUPERVISOR / REASSIGNMENT-EMPLOYEE / SPECIAL (Specify)

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED
A. THIS DATE: 30 Dec. 1957
B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR: Joseph F. Marzen /s/
C. SUPERVISOR'S OFFICIAL TITLE: C/TSS/GARD

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.
A. THIS DATE: 30 Dec. 1957
B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL: Charles J. Ryan /s/
C. OFFICIAL TITLE OF REVIEWING OFFICIAL: ASSTC/TSS/AUTH

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER: 4

1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? [X] Yes [ ] No. If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER:
0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
2		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
2		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	1	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, COORDINATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
2		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
2		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
	0	OTHER (Specify)

FORM NO. 45 (Part II) REPLACES PREVIOUS EDITION OF FORMS 45 AND 45A WHICH ARE OBSOLETE

SECRET

Potential

OFFICE OF PERSONNEL
JAN 16 9 25 AM '58
MAIL ROOM

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

20 months

4. COMMENTS CONCERNING POTENTIAL

Subject has technical qualifications but still shows weakness in administrative and management capabilities.

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

None

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER

- X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
- 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
- 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
- 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
- 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
2	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	2	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	3	12. SHOWS ORIGINALITY	2	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	2	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	2	14. ADMITS HIS ERRORS	3	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	2	15. RESPONDS WELL TO SUPERVISION	3	25. DISPLAYS JUDGEMENT
2	6. KNOWS WHEN TO SEEK ASSISTANCE	3	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
2	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	3	28. HIS CRITICISM IS CONSTRUCTIVE
2	9. GETS THINGS DONE	3	19. THINKS CLEARLY	3	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
3	10. CAN COPE WITH EMERGENCIES	2	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	3	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

14-00000

SECRET

(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
KIMSEY Herman E.	11 Dec 1916	M	DT

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
DDP/TSS/AUTH/Graphic Arts Reproduction Division	IO TECH AIDS

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-12	23 December 1956	22 December 1955 to 23 December 1956

10. TYPE OF REPORT (Check one): [ ] INITIAL [X] ANNUAL [ ] REASSIGNMENT SUPERVISOR [ ] REASSIGNMENT EMPLOYEE [ ] SPECIAL (Specify)

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [X] HAS [ ] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENTS:

X	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "U" IN C1 OR C, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.		I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
X	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
3-6-57	JOSEPH F. MARZEN [signature]	Chief, TSS/GARD

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

	BY	DATE
Posted Pos. Control	[initials]	20 MAR 1957
Reviewed by PUD	[initials]	

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
19-3-57	CHARLES J. RYAN [signature]	AC/TSS/AUTH

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

INSERT RATING NUMBER: **4**

1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE: ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY. OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS: Occasionally reveals some area of weakness.

SECRET

(When Filled In)

C. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

Specific Duty	Rating Number	Specific Duty	Rating Number
SPECIFIC DUTY NO. 1: Supervises A&R Branch	3	SPECIFIC DUTY NO. 4: Liaison with other Government Organizations) Questioned Documents	5
SPECIFIC DUTY NO. 2: Questioned Document Analysis	5	SPECIFIC DUTY NO. 5: Oral Briefing	4
SPECIFIC DUTY NO. 3: Document Analysis (for Repro.)	3	SPECIFIC DUTY NO. 6:	

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Knowledge and ability to perform document analysis, questioned document analysis, identification and comparison of handwriting and typewriting. He constantly strives for new techniques in his field of endeavor. Has tendency to present his discussions too indirectly so that the importance of the main topic being discussed often becomes confused, vague and sometimes lost.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....productivity, conduct on the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER: 5

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY....WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE....BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? [ ] YES [X] NO. IF YES, EXPLAIN FULLY:

SECRET

SECRET
(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL

1. NAME (Last) (First) (Middle) KIMSEY Herman E.	2. DATE OF BIRTH 11 Dec 1916	3. SEX M	4. SERVICE DESIGNATION DT
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT DDP/TSS/AUTH/Graphic Arts Reproduction Division	6. OFFICIAL POSITION TITLE IO TECH AIDS		
7. GRADE GS-12	8. DATE REPORT DUE IN OP 23 December 1956	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 22 December 1955 to 23 December 1956	

10. TYPE OF REPORT (Check one): INITIAL [ ] ; ANNUAL [XX] ; REASSIGNMENT-SUPERVISOR [ ] ; REASSIGNMENT-EMPLOYEE [ ] ; SPECIAL (Specify) [ ]

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
3-6-57	JOSEPH F. MARZEN Joseph F. Marzen	C/TSS/GARD

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
14-3-57	CHARLES J. RYAN C J Ryan	AC/TSS/AUTH

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER: **4**

1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? [X] Yes [ ] No. If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER:
0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
2		A GROUP DOING THE BASIC JOB (Truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
1		A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	1	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
2		WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
2		WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

SECRET

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

10 months

4. COMMENTS CONCERNING POTENTIAL

Subject has technical qualifications but shows weakness in administrative and management capabilities. [stamp: ... 22 9 32 AM '57]

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

None, except on-the-job training and experience in the administrative functions of his branch.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

None

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER
- X - HAVE NOT OBSERVED THIS, HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
- 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
- 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
- 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
- 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
2	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	2	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
3	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	3	12. SHOWS ORIGINALITY	3	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	2	13. ACCEPTS RESPONSIBILITIES	3	23. IS THOUGHTFUL OF OTHERS
3	4. IS ANALYTIC IN HIS THINKING	2	14. ADMITS HIS ERRORS	3	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	2	15. RESPONDS WELL TO SUPERVISION	2	25. DISPLAYS JUDGMENT
2	6. KNOWS WHEN TO SEEK ASSISTANCE	3	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
2	7. CAN GET ALONG WITH PEOPLE	3	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
2	9. GETS THINGS DONE	5	19. THINKS CLEARLY	3	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
3	10. CAN COPE WITH EMERGENCIES	[illegible]	20. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS	3	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

The Fitness Report is an important factor in agency personnel management. It seeks to provide:
1. The agency selection board with information of value when considering the application of an individual for membership in the career service; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

TO THE ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current administrative instructions regarding the initiation and transmittal of this report.

TO THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 30 days, you will collaborate with his previous supervisor(s) to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

A [illegible] Report due 22 Dec 56 — JAS 12 Dec 56

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

SECTION I (To be filled in by Administrative Officer)

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. CAREER DESIGNATION
KIMSEY HERMAN E.	11 Dec 1916	M	DT

5. DATE OF ENTRANCE ON DUTY	6. OFFICE ASSIGNED TO	7. DIVISION	8. BRANCH
23 March 1953	TSS	Graphic Arts Repro Div	

9. NATURE OF ASSIGNMENT	10. IF FIELD, SPECIFY STATION	11. GRADE
XXX DEPARTMENTAL [ ] FIELD		GS-12

12. DATE THAT THIS REPORT IS DUE	13. PERIOD COVERED BY THIS REPORT (Inclusive dates)
22 Dec 1955	23 Dec 1954 to 22 Dec 1955

SECTION II (To be filled in by Supervisor)

1. CURRENT POSITION: IO Tech Aids 0136.63 ~~Chief, Analysis and Research Branch/GARD~~
2. DATE ASSUMED RESPONSIBILITY FOR POSITION: 1 February 1954

3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS? (List in order of frequency):

Responsible for technical analysis of documents to be reproduced to determine special materials, techniques involved, existence of check points; analysis and comparison of reproductions and originals and preparation of critique on each reproduction. Determination of authenticity of alledged original documents; determination of source of origin of analysis, including graphology. Evaluation and research into new techniques in graphic arts and authentication areas and development of field expedients for this activity. Maintenance of world wide files of stationery, watermarks, handwriting and typewriting samples; maintains library of information relative to questioned document work, police science, forgery and counterfeiting.

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and provided suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

This report [ ] has [X] has not been shown to the individual rated.

THIS DATE	SIGNATURE OF RATER (Employee's immediate supervisor)
29 November 1955	CHARLES YECH, JR. (signature)

I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected by attached memorandum)

THIS DATE	SIGNATURE OF REVIEWING OFFICIAL (Official next higher in line of authority)
	CHARLES J. RYAN

FORM NO. 37-189 1 MAY 54 — PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

SECRET

SECRET
(When Filled In)

SECTION IV

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale for each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Read the statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether the phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	NOT OBSERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE			APPLIES TO A REASONABLE DEGREE			APPLIES TO AN ABOVE AVERAGE DEGREE			APPLIES TO AN OUTSTANDING DEGREE		
SAMPLES: A. ABLE TO SEE ANOTHER'S POINT OF VIEW.	1	2	X	[illegible]			4			[illegible]			6	
B. PRACTICAL.										X				
1. A GOOD REPORTER OF EVENTS.									X					
2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.											X			
3. CAUTIOUS IN ACTION.									X					
4. HAS INITIATIVE.										X				
5. UNEMOTIONAL.							X							
6. ANALYTIC IN HIS THINKING.										X				
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.									X					
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.									X					
9. HAS SENSE OF HUMOR.									X					
10. KNOWS WHEN TO SEEK ASSISTANCE.										X				
11. CALM.							X							
12. CAN GET ALONG WITH PEOPLE.										X				
13. MEMORY FOR FACTS.									X					
14. GETS THINGS DONE.										X				
15. KEEPS ORIENTED TOWARD LONG TERM GOALS.											X			
16. CAN COPE WITH EMERGENCIES.											X			
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.										X				
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.									X					
19. HAS WIDE RANGE OF INFORMATION.												X		
20. SHOWS ORIGINALITY.										X				
21. ACCEPTS RESPONSIBILITIES.										X				
22. ADMITS HIS ERRORS.									X					
23. RESPONDS WELL TO SUPERVISION.									X					
24. EVEN DISPOSITION.								X						
25. ABLE TO [illegible]											X			

SECRET

26. CAN THINK ON HIS FEET.			X			
27. COMES UP WITH SOLUTIONS TO PROBLEMS.			X			
28. STIMULATING TO ASSOCIATES; A "SPARK PLUG".		X				
29. TOUGH MINDED.	X					
30. OBSERVANT.				X		
31. CAPABLE.					X	
32. CLEAR THINKING.				X		
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.			X			
34. EVALUATES SELF REALISTICALLY.			X			
35. WELL INFORMED ABOUT CURRENT EVENTS.						X
36. DELIBERATE.				X		
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.	X					
38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS.			X			
39. THOUGHTFUL OF OTHERS.		X				
40. WORKS WELL UNDER PRESSURE.					X	
41. DISPLAYS JUDGEMENT.				X		
42. GIVES CREDIT WHERE CREDIT IS DUE.				X		
43. HAS DRIVE.				X		
44. IS SECURITY CONSCIOUS.				X		
45. VERSATILE.					X	
46. HIS CRITICISM IS CONSTRUCTIVE.			X			
47. ABLE TO INFLUENCE OTHERS.			X			
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.			X			
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.				X		
50. A GOOD SUPERVISOR.			X			

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Broad knowledge of technical aspects of intelligence and counter-intelligence work, particularly in the authentication field.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

Excessive enthusiasm in his own field which causes him to "overtalk" occassionally; at times this results in an unconscious reaction by his hearers to give information he is passing on a lower professional evaluation than is justified.

SECRET
(When Filled In)

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:

OFFICE OF PERSONNEL

See "A" above.

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? [X] NO [ ] YES. DEC 9 2 12 PM '55

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL? MAIL-ROOM

Continued contact with questioned document profession: no formal training in this field available. Training in management and/or broad operational administration when personnel situation/work load permits.

F. OTHER COMMENTS *(Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):*

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A,B,C,&D

A. ***DIRECTIONS:*** *Consider only the skill with which the person has performed the duties of his job and rate him accordingly.*

[ ] 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.

[ ] 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.

[ ] 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.

[ ] 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.

[X] 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.

[ ] 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? [X] NO [ ] YES. IF YES, WHAT?

B. ***DIRECTIONS:*** *Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.*

[ ] 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.

[ ] 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.

[X] 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.

[ ] 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.

[ ] 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.

[ ] 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

C. ***DIRECTIONS:*** *Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the agency.*

[ ] 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY ..WILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY.

[ ] 2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY... IRKED BY RESTRICTIONS...REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.

[ ] 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY..BOTHERED BY MINOR FRUSTRATIONS.. WILL QUIT IF THESE CONTINUE.

[ ] 4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT ... HAS "WAIT AND SEE" ATTITUDE..WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.

[ ] 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCY ..MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR AGENCY..THINKS IN TERMS OF A CAREER IN THE AGENCY.

[ ] 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE AGENCY..BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.

[X] 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY ..WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE AGENCY.

D. ***DIRECTIONS:*** *Consider everything you know about this person in making your rating..skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.*

[ ] 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.

[ ] 2. OF DOUBTFUL SUITABILITY..WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.

[ ] 3. A BARELY ACCEPTABLE EMPLOYEE..DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.

[ ] 4. A TYPICAL EMPLOYEE..HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE AGENCY.

[ ] 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.

[X] 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.

[ ] 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

The Fitness Report is an important factor in agency personnel management. It seeks to provide:
1. The agency selection board with information of value when considering the application of an individual for membership in the career service; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

TO THE ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current administrative instructions regarding the initiation and transmittal of this report.

TO THE SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 35 days, you will collaborate with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

A. SD-TS [handwritten initials] 12/53

	BY	DATE
Posted Per Career	[initials]	1/13

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

SECTION I (To be filled in by Administrative Officer) 1/14/63

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. CAREER DESIGNATION
KIMSEY,	Herman	E.	11 Dec. 1916	M	TS

5. DATE OF ENTRANCE ON DUTY	6. OFFICE ASSIGNED TO	7. DIVISION	8. BRANCH
23 March 1953	DDP	TSS	GARD

9. NATURE OF ASSIGNMENT	10. IF FIELD, SPECIFY STATION	11. GRADE
[XX] DEPARTMENTAL [ ] FIELD		GS-11

12. DATE THAT THIS REPORT IS DUE	13. PERIOD COVERED BY THIS REPORT (Inclusive dates)
23 December 1954	22 December 1953 to 23 December 1954

SECTION II (To be filled in by Supervisor)

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
Chief, Analysis & Research Branch 1290.01	1 February 1954

3. WHAT SPECIFIC ASSIGNMENTS OR TASKS ARE TYPICAL OF THOSE GIVEN TO HIM DURING THE PAST THREE TO SIX MONTHS (List in order of frequency): Makes analyses of documents preliminary to reproduction; determines necessity for special procurement of paper, cloth, other materials; determines existence of check points, departures from normal security printings; makes critique of finished reproduction. Conducts questioned document analysis for operations desks; detection of forgeries, alteration; comparisons of handwriting, typing. Conducts training in field expedients of document reproduction and authentication; conducts briefing in general graphic arts activity. Researches into and develops new and field methods for document authentication and alteration. Maintains liaison with government and commercial organizations active in fields of documentation, police sciences, etc.

READ THE ENTIRE FORM BEFORE ATTEMPTING TO COMPLETE ANY ITEM

SECTION III

I certify that, during the latter half of the period covered by this report, I have discussed with the rated individual the manner in which he has performed his job and provided suggestions and criticisms wherever needed. I believe that his understanding of my evaluation of his performance is consistent with my evaluation of him as evidenced by this fitness report and I have informed him of his strengths, weaknesses, and on-the-job effectiveness. If performance during the report period has been unsatisfactory, there is attached a copy of the memorandum notifying him of unsatisfactory performance.

This report [ ] has [X] has not been shown to the individual rated.

THIS DATE	SIGNATURE OF RATER (Employee's immediate supervisor)
14 Dec. 54	Charles Yech [signature]

I HAVE REVIEWED THIS REPORT (Comments, if any, are reflected in attached memorandum)

THIS DATE	SIGNATURE OF REVIEWING OFFICIAL (Usually next higher in line of authority)
15 Dec	James H. Drum [signature]

FORM NO. 37-189 1 MAY 54 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE. SECRET

SECRET
(When Filled In)

SECTION IV

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small boxes; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left & then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion as whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

	STATEMENTS	CATEGORIES													
		NOT OB-SERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE			APPLIES TO A REASONABLE DEGREE			APPLIES TO AN ABOVE AVERAGE DEGREE			APPLIES TO AN OUTSTANDING DEGREE		
SAMPLES	A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X											
SAMPLES	B. PRACTICAL.										X				
	1. A GOOD REPORTER OF EVENTS.				X										
	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES.								X						
	3. CAUTIOUS IN ACTION.							X							
	4. HAS INITIATIVE.									X					
	5. UNEMOTIONAL.						X								
	6. ANALYTIC IN HIS THINKING.									X					
	7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.										X				
	8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.											X			
	9. HAS SENSE OF HUMOR.								X						
	10. KNOWS WHEN TO SEEK ASSISTANCE.							X							
	11. CALM.				X										
	12. CAN GET ALONG WITH PEOPLE.									X					
	13. MEMORY FOR FACTS.								X						
	14. GETS THINGS DONE.								X						
	15. KEEPS ORIENTED TOWARD LONG TERM GOALS.								X						
	16. CAN COPE WITH EMERGENCIES.									X					
	17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.										X				
	18. HAS STAMINA; CAN KEEP GOING A LONG TIME.						X								
	19. HAS WIDE RANGE OF INFORMATION.												X		
	20. SHOWS ORIGINALITY.										X				
	21. ACCEPTS RESPONSIBILITIES.								X						
	22. ADMITS HIS ERRORS.								X						
	23. RESPONDS WELL TO SUPERVISION.									X					
	24. EVEN DISPOSITION.									X					
	25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.											X			

SECRET

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
26. CAN THINK ON HIS FEET.										X				
27. COMES UP WITH SOLUTIONS TO PROBLEMS.									X					
28. STIMULATING TO ASSOCIATES: A "SPARK PLUG".								X						
29. TOUGH MINDED.							X							
30. OBSERVANT.									X					
31. CAPABLE.										X				
32. CLEAR THINKING.								X						
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.								X						
34. EVALUATES SELF REALISTICALLY.								X						
35. WELL INFORMED ABOUT CURRENT EVENTS.										X				
36. DELIBERATE.							X							
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.							X							
38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS.							X							
39. THOUGHTFUL OF OTHERS.							X							
40. WORKS WELL UNDER PRESSURE.								X						
41. DISPLAYS JUDGEMENT.								X						
42. GIVES CREDIT WHERE CREDIT IS DUE.								X						
43. HAS DRIVE.								X						
44. IS SECURITY CONSCIOUS.								X						
45. VERSATILE.									X					
46. HIS CRITICISM IS CONSTRUCTIVE.									X					
47. ABLE TO INFLUENCE OTHERS.							X							
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.							X							
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.										X				
50. A GOOD SUPERVISOR.								X						

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Very broad knowledge of technical aspects in intelligence operations; enthusiasm and devotion to type of work he is doing.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

Tendency to wander away from specific subjects during discussions because of the many vaguely related and remotely corollary situations he has experienced and/or learned about.

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:

None

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? [X] NO [ ] YES. IF YES, WHY?

No

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

None at present.

F. OTHER COMMENTS *(Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):*

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A,B,C,&D

A. *DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.*

- [ ] 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- [ ] 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- [ ] 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- [ ] 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- [X] 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- [ ] 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? [X] NO [ ] YES. IF YES, WHAT?

C. *DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the agency.*

- [ ] 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY ...WILL DEFINITELY LEAVE THE AGENCY AT THE FIRST OPPORTUNITY.
- [ ] 2. HAS STRONG NEGATIVE ATTITUDE TOWARD AGENCY... IRKED BY RESTRICTIONS...REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- [ ] 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE AGENCY..BOTHERED BY MINOR FRUSTRATIONS.. WILL QUIT IF THESE CONTINUE.
- [ ] 4. HIS ATTITUDE TOWARD THE AGENCY IS INDIFFERENT ... HAS "WAIT AND SEE" ATTITUDE..WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- [ ] 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD AGENCY ..MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR AGENCY..THINKS IN TERMS OF A CAREER IN THE AGENCY.
- [ ] 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE AGENCY..BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE AGENCY.
- [X] 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE AGENCY ..WILL PROBABLY NEVER CONSIDER WORKING ANYPLACE BUT IN THE AGENCY.

B. *DIRECTIONS: Considering others of this person's grade & and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.*

- [ ] 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- [ ] 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED.
- [ ] 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- [ ] 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- [X] 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- [ ] 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. *DIRECTIONS: Consider everything you know about this person in making your rating..skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.*

- [ ] 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- [ ] 2. OF DOUBTFUL SUITABILITY..WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- [ ] 3. A BARELY ACCEPTABLE EMPLOYEE..DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- [ ] 4. A TYPICAL EMPLOYEE..HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE AGENCY.
- [ ] 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- [X] 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE AGENCY.
- [ ] 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE AGENCY.

14-00000

SECRET
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last)	(First)	(Middle)	2. GRADE	3. POSITION TITLE
KINSEY	Herman	E.	GS-?	Tech. Projects Officer GS-?S

4. OFFICE	STAFF OR DIVISION	BRANCH		IF FIELD, SPECIFY STATION
DDP/???	G??	Office of Chief	[X] DEPARTMENTAL [ ] FIELD	

5. PERIOD COVERED BY REPORT From 23 Mar 53 To 22 Dec 53

6. TYPE OF REPORT [X] Initial [ ] Reassignment [ ] Annual [ ] Reassignment of Supervisor [ ] Special

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

a. Analyze foreign documents for the purpose of reproduction.
b. Conduct a comparison critique between the original document and the reproduction.
c. Conduct operational document analysis by comparing and identifying handwriting, typewriting, inks, paper, etc., for the purpose of establishing the authenticity or true source of the document.
d. Conduct research in both laboratory and field methods of alteration, reproduction, and forgery of documents.
e. Maintain liaison with security-cleared government agencies and consultants engaged in document examination work.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
NONE			

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

Intelligence Documentation.

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

Not applicable.

10. 30 Nov 53 (DATE) Herman E. Kinsey (SIGNATURE)

Items 11 through 18 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

Mr. Kinsey is well qualified to perform all tasks assigned him and capable of greater responsibilities. He is mature, has broad experience in intelligence activities, is an excellent instructor, capable of clear self-expression. He has acquired a wealth of knowledge in the field of document intelligence through wide field experience, academic study, and instructional experience. A pleasing personality, good contact man. His manner of performance on duties assigned has been excellent.

FORM NO. 37-151
MAY 1952

SECRET

(Cover) (4)

SECRET

SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?

Acceptance of responsibility, thoroughness, eagerness to try new techniques and ideas, cooperation.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?

Wider knowledge of Graphic Arts mechanical techniques; [illegible] of new techniques in practical documentation.

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

Has capacity to handle greater responsibilities, especially in technical or associated training activities.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

Possibly, at present feels he is performing valuable services to Agency which heretofore have received little support; charged with document reproduction and operational analysis, research.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

None at present; continued widening of his present knowledge of advanced techniques in document examination and reproduction techniques.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE.

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

29 Dec 53 — DATE

Charles [illegible] Jr. — SIGNATURE OF SUPERVISOR

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.)

B 29 Dec 53 — DATE

[illegible] C/GSRD — SIGNATURE OF REVIEWING OFFICER

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

Mr. Kinney has proved of great value in his assignment. He is qualified for higher responsibilities in his specialties.

SECRET

14-00000

NOTICE OF CHANGE IN HEALTH BENEFITS ENROLLMENT

FEDERAL EMPLOYEES HEALTH BENEFITS ACT OF 1959

A. IDENTIFYING DATA

1. NAME (LAST)	(FIRST)	(MIDDLE INITIAL)	2. DATE OF BIRTH	3. CAREER CONTROL NO.
Vinsoy,	Herman	E.	12/11/16	094306

4. ADDRESS (NUMBER AND STREET)

(CITY AND ZONE NUMBER) (STATE)

5. PAYROLL OFFICE NO. 11239001

6. ENROLLMENT CODE NO. 421

7. DATE ACTION BECOMES EFFECTIVE

9-26-72

B. TERMINATION

[X] ENROLLMENT TERMINATES EFFECTIVE ON THE DATE SHOWN IN ITEM 7, ABOVE, WITH ELIGIBILITY TO CONVERT TO A NONGROUP CONTRACT.

C. CHANGE IN PLAN

[ ] ENROLLMENT SHOWN BY ITEM 6, ABOVE, HAS BEEN TERMINATED BECAUSE OF ELECTION OF ANOTHER PLAN.

D. TRANSFER OUT

[ ] NAME AND ADDRESS OF NEW PAYROLL OFFICE (OR RETIREMENT SYSTEM) TO WHICH TRANSFERRING

E. TRANSFER IN

ENROLLMENT ACCEPTED BY THIS AGENCY [ ]

F. SUSPENSION

[ ] ENROLLMENT HAS BEEN SUSPENDED EFFECTIVE ON DATE SHOWN IN ITEM 7, ABOVE, WHILE ENROLLEE IS ON ACTIVE MILITARY DUTY OR FOR THE REASON STATED IN REMARKS

G. REINSTATEMENT

ENROLLMENT HAS BEEN REINSTATED EFFECTIVE ON DATE SHOWN IN ITEM 7, ABOVE. [ ]

H. CHANGE IN NAME OF ENROLLEE

ENROLLMENT HAS BEEN CHANGED TO [ ]

NAME — ADDRESS IF DIFFERENT FROM ITEM 4, ABOVE — DATE OF BIRTH

I. CHANGE IN ENROLLMENT — SURVIVOR ANNUITANT

ENROLLMENT HAS BEEN CHANGED FROM FAMILY COVERAGE TO SELF ONLY [ ]

NEW ENROLLMENT CODE NUMBER

J. REMARKS

7263 *T1555*

K. DATE OF NOTICE

[signature]

(SIGNATURE OF EMPLOYING AGENCY OFFICIAL) DATE

HEALTH BENEFITS OFFICER

Central Intelligence Agency

Washington 25, D.C.

QUADRUPLICATE — To Employing Office

14-00000

61555	BIOGRAPHIC PROFILE (PART 2)

KIMSEY, Herman Edward Dec 1916

Fitness Report Dec 1957 - Jan 1959 -- "...is a very competent supervisor from a technical standpoint in that he has a thorough applicable knowledge of the complex A&R activities. In many respects this tends to contribute to his main weakness in that he measures the potential of his personnel by his own level of proficiency rather than a team level. This creates a situation whereby he has tendency to perform many functions which he could delegate to his personnel." Rater, P. J. Szego. Reviewer, J. F. Marzen.

Fitness Report Jan 1959 - Jan 1960 -- "...thorough technical knowledge of A&R activities qualifies him as a competent Supervisor. Since the last reporting period, he has delegated more responsibilities to personnel under his supervision. This, in effect, has increased the productive capability of his Branch." Rater, P. J. Szego. Reviewer, J. F. Marzen.

Appreciation 1953 from Chief, NSA, for excellent work on Report C-145 performed by TSS personnel. Endorsed by Chief, CARO/TSS.

Commendation 1955 from the field, conveyed by the Career Management Officer, TSS, for efficiency in rendering support to an operation.

9 Jul 1960 OP/PSD WAR/msl

SECRET
Security Information

Name: KINSEY, HERMAN EDWARD
Last, First Middle

TO: All C. I. A. Personnel

FROM: Personnel Director

SUBJECT: PERSONNEL QUALIFICATION QUESTIONNAIRE

1. The Agency is currently revising the system for machine coding employee qualifications, thereby permitting more complete and accurate data on all personnel. The new system will aid in implementing Agency policies on promotion from within by facilitating the selection of personnel with desired education and experience for vacancies which may occur. It is also expected that the new system will provide readily accessible statistics for planning and management purposes.

2. The attached questionnaire is designed to cover adequately those factors in which the Agency is interested. Although the information is, in a large measure, already reflected in previous forms submitted by you, it is felt that your time within the organization may enable you to emphasize those qualifications pertinent to its needs. The questionnaire also serves to bring your education and qualifications record up to date.

3. Your cooperation is requested in completing the questionnaire as thoroughly and accurately as possible and returning it to your Administrative Officer within the time allotted.

CODED FOR QUALIFICATIONS
DATE 13 May 53

George E. Meloon
George E. Meloon
Personnel Director

SECRET
Security Information

FORM NO. 37-182
MAY 1952

PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. (no entry)

2. NAME: (last) KINSEY, (first) HERMAN (middle) EDWARD

3. Office: CARD/TSS

4. Date of Birth: 11 Dec 1916

5. Sex: X male (1) ___ female (2)

Martial Status: S
Nr. Dependents: 1

6. CIA Entry Date: 23 March 53

7. Citizenship: X U.S. ___ Other

8. Acquired By: (1) X Birth (2) ___ Marriage (3) ___ Naturalization (4) ___ Other(specify)

Year U.S. citizenship acquired, if not by birth ___________

SEC. I. EDUCATION

1. Extent: (circle one)

1. Less than high school
2. High school graduate
3. Trade, Business or Commercial school graduate
4. Two years college, or less (marked: GED)
5. Over two years, no degree
6. Bachelor degree
7. Post-graduate study (minimum 8 sem. hrs.)
8. Masters degree
9. Doctors degree

2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd		Yrs Compl		Degree Recd		Sem Hrs
			From	To	Day	Night	Title	Date	

3. Trade, Commercial, and Specialized Training:

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	

4. Military or Intelligence Training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, command & staff, etc.)

School	Attendance Dates			Study or Specialization
	From	To	Tot. mo's	
Counter Intelligence Corps	Mar-47	May-47	2 1/2	Basic course for Special Agent (MOS 1301)
Instructor Guidance Course	Apr-52 ~~Sept-47~~	Apr-52 ~~Sept-47~~	1	Instructor, CIC School
Chemical Warfare School	May-43	June-43	1/2	Gas Non Commisioned Officer

SECRET
Security Information

SEC. II. WORK EXPERIENCE

1. CIA Experience: State the specific nature of duties performed with CIA and CIG, starting with your present position. Take position titles from your official personnel papers, if you have personal copies. Please do not request your Official Personnel Folder. Include geographic area and subject matter dealt with, if applicable. Position Title is your classification title such as Geographer, Intelligence Officer, etc. Duty Title indicates your organization position such as - Section Chief, Branch Chief, Administrative Assistant, etc., and is to be filled in only if different to the Position Title. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From 23 Mar 53 To ____ Tot. mos. ____	Description of Duties:
Grade GS 9 Salary $5060.00	Foreign Document Analyst and Tech [illegible]
Office GARD/TSS	
Position Title: ~~Technical Project[illegible]~~	
Duty Title: Technical Projects Officer	Duty Station, if overseas:
From ____ To ____ Tot. mos. ____	Description of Duties:
Grade ____ Salary ____	
Office ____	
Position Title: ____	
Duty Title: ____	Duty Station, if overseas:
From ____ To ____ Tot. mos. ____	Description of Duties:
Grade ____ Salary ____	
Office ____	
Position Title: ____	
Duty Title: ____	Duty Station, if overseas:
From ____ To ____ Tot. mos. ____	Description of Duties:
Grade ____ Salary ____	
Office ____	
Position Title: ____	
Duty Title: ____	Duty Station, if overseas:

SECRET
Security Information

SECRET
Security Information

SEC. II. WORK EXPERIENCE (CONT'D.)

2. Other than CIA: (Describe work experience for the last 15 years in sufficient detail to permit specific coding of your qualifications. Include military work experience. List last position first.) See Military Work background Sec XVI

From May 46 To Oct 46 Tot. mo's 5 Classification Grade (if in Federal Service) SP-7 Salary $3021.00 Number and Class of Employees Supervised: 100 laborers skilled laborers Employer U.S. Forest Service Kind of Business or organization (i.e., paper products mfr, public utility) Forestry	Exact Title of your position Camp Supt. Description of Duties: Timber disease control, fighting forest fires, camp administration (food, pay, project records, etc.) Duty Station if overseas:
From Apr 45 To Apr 46 Tot. mo's 13 Classification Grade (if in Federal Service) CPC 7 Salary $2694.96 Number and Class of Employees Supervised: 35 laborers Employer U. S. Forest Service Kind of Business or organization (i.e., paper products mfr, public utility) Forestery	Exact Title of your position Camp Supt. Description of Duties: Hazard Reduction project, fighting forest fires, camp administration, (food, pay, project records, etc) Duty Station if overseas:
From Oct 44 To Apr 45 Tot. mo's 7 Classification Grade (if in Federal Service) Salary $1.10 per hr Number and Class of Employees Supervised: none Employer McCloud River Lbr. Co. Kind of Business or organization (i.e., paper products mfr, public utility) Lumber	Exact Title of your position Brakeman Description of Duties: Brakeman on Deisel loco. Duty Station if overseas:
From June 44 To Oct 44 Tot. mo's 4 Classification Grade (if in Federal Service) Salary $90.00 per mon. & expenses Number and Class of Employees Supervised: none Employer Brown Shasta Ranch. Kind of Business or organization (i.e., paper products mfr, public utility) Horse racing and breeding	Exact Title of your position Laborer Description of Duties: Working with horses, cattle, and crops. Duty Station if overseas:
From Dec 43 To June 44 Tot. mo's 7 Classification Grade (if in Federal Service) Salary $90 per hr Number and Class of Employees Supervised: none Employer McCloud River Lbr. Co Kind of Business or organization (i.e., paper products mfr, public utility) lumber	Exact Title of your position laborer Description of Duties: Handle lumber & Operate machines. Duty Station if overseas:

SECRET
Security Information

Sec.II, Par.2.

From 19 May 1941 To 5 November 1943 Total Months 30

Military Service

From 5 Oct 1940 to 19 May 1941. Total months 7.
Classification Grade (If in Federal Service)--- Salary---.75 per hr
Number and class of employees supervised---- None
Employer---McCloud River Lumber Co.
Kind of Business---Lumber
Exact Title of your position---Brakeman
Description of Duties---Brakeman on a diesel locomotive.
Duty Station if Overseas---

From 1 May 1940 To 1 Oct 1940 Total Months 5
Class. Grade (If in Federal Service) Unk Salary $100.00 per mo.
Number and Class of Employees Supervised 10-20 laborers

Employer U S Forest Service
Kind of Business Forestry
Exact Title of your Position Forest Guard
Description of your duties Suppression and prevention of Forest Fires, enforcement of Forest Laws, & maintainance of Forest & equipt.
Duty station if overseas

From 1 Oct 1939 To 1 May 1940 Total months 7
Class. Grade (If in Federal Service) Salary 0.65 per hr.
Number and class of employees supervised None

Employer McCloud River Lumber Company
Kind of Business Lumber
Exact Title of your position Brakeman
Description of your duties Brakeman on diesel locomotive

Duty station if overseas

From 1 May 1939 TO 1 Oct 1939 Total Months 5
Class. Grade (if in Federal Service) Unk Salary $100.00 per month.
Number and class of employees supervised 10-20 laborers

Employer US Forest Service
Kind of business Forestry
Exact title of your position Forest Guard
Description of your duties Suppression and prevention of Forest fires, enforcement of Forest Laws, & maintainance of Forest & Equipt
Duty station if overseas

Sec II, Par. 2.

From 1 Jan 1939 To 1 May 1939 Total Months 4
Class. Grade (If in Federal Service) ______ Salary 0.65 per hr
Number and class of Employees supervised ______ None

Employer McCloud River Lumber Company
Kind of business ______ Lumber
Exact Title of your position Brakeman
Description of your duties ______ Brakeman on a deisel locomotive

Duty station if overseas ______

From 1 Oct 1938 To 1 Jan 1939 Total Months 3
Unemployed

Fromg May 1938 To 1 Oct 1938 Total Months 5
Class. Grade (If in Federal Service) ______ Salary 150.00 per mo.
Number and class of Employees supervised ______ None

Employer ______ Union Oil Company
Kind of business ______ Oil
Exact Title of your position Relief tank-truck salesman.
Description of your duties ______ Sale and delivery of oil & gasoline to stations.
Duty station if overseas ______

From Feb 1935 To April 1938 Total months 38
Class. Grade(if in Federal Service) ______ Salary 0.50 per hr
Number and class of employees supervised ______ None

Employer McCloud River Lumber Company
Kind of business ______ Lumber
Exact title of your position Brakeman
Description of your duties ______ Brakeman on diesel locomotive.

Duty station if overseas.

SEC. II. WORK EXPERIENCE (CONT'D)

3. Special Work Experience: Check any of the following organizations by which you may have been employed.

01 ___ U.S. Secret Service
02 _X_ Civil Police (Forest Service)
03 ___ Military Police
04 ___ U.S. Border Patrol
05 ___ U.S. Narcotics Squad
06 ___ FBI
07 ___ Criminal Investigation Div.
21 ___ Office of Naval Intelligence
22 ___ Office of War Information
23 ___ Army G-2
20 ___ Office of Strategic Services
24 ___ Air Force A-2
25 ___ Foreign Economic Admin.
26 _X_ Counter Intelligence Corps
27 ___ Immigration & Naturalization
28 ___ Strategic Services Unit
29 ___ Foreign Service, State Dept.
30 ___ Central Intelligence Group
31 ___ Armed Forces Security Agency
32 ___ Coordinator of Information
33 ___ Office of Facts & Figures
34 ___ Board of Economic Warfare
35 ___ Federal Communications Comm.

SEC. III. FOREIGN LANGUAGES

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check (X) your competence and how acquired.

LANGUAGE	COMPETENCE: Equivalent to Native Fluency *	Fluent but obviously Foreign *	Adequate for Research **	Adequate for Travel	Limited Knowledge (Slight)		HOW ACQUIRED: Native of Country	Prolonged Residence (Occupation [illegible])	Contact (Parents, etc.)	Academic Study (Inc. CIA training)
Japanese					X			X		

* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein ______

** Specialized Language Competence: Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality. ______

SEC. IV. AREA KNOWLEDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Aquired (check (X) one)		
		~~Residence~~ OCCUPATION	~~Travel~~	Study
Japan	1948-1949	X		
	1950-1950	X		
	1951-1951	X		
Korea	1950-1951		X (war)	

2. Specialized Knowledge of Area
List specalized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

Country	Type of Knowledge	How and When Gained

SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION)

Skill	Per Cent of Time Used	Not Used	WPM (Approximate Proficiency)	Prefer Assignment Using Skill Oftener
Typing	1.	2.		1. Yes 2. No
Shorthand	1.	2.		1. Yes 2. No
Shorthand System: 1. Manual 2. Machine 3. Speedwriting.				

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc.	2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications.
	Horses, swimming, archery, boating,
	photography, and weapons.

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership. International Assn. For Identification
Youngstown, Ohio

SEC. VIII. PUBLICATIONS

List below the type of writing (non-fiction: professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, etc.) of any published materials of which you were author or co-author.

Co-author of 2 text books at the Counter Intelligence Corp School
Observation and Description
Physical Evidence
Co-author of the CIC Investigator. A handbook for CIC Agents.

SEC. IX. INVENTIONS

Describe any devices you have invented as to type of work for which intended and whether patented.

Device	Patented			
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No
	(1)	Yes	(2)	No

SEC. X. CIA TESTS

Describe below the type of tests which you have taken in CIA:

Type of Test	Date Taken
Personnel Qualification Tests	Nov 1949

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

(1) 2 year Tour X (2) 4 year Tour X (3) Not interested ___

SEC. XIII. WORK ASSIGNMENT

In view of your total experience and education, for what assignment in CIA do you think you are best qualified?

Operational or Instruction. Also considerable experience in super-
visory capacity. [illegible] in organization

SEC. XIV. MILITARY STATUS

1. Present Draft Status

   Have you registered under the Selective Service Act of 1948? ___ Yes X No.

   If yes, indicate your present draft classification ______

2. Present Reserve or National Guard Status

   Do you now have Reserve or National Guard Status ___ Yes X No.

   If yes, complete the following.

   1. ___ National Guard
   2. ___ Air National Guard
   3. ___ Active Reserve Status (member of organized unit)
   4. ___ Inactive Reserve Status

   Service ______ Grade ______ Location ______

   Reserve Unit with which currently affiliated ______

   Service Mobilization Assignment, if any ______

   Location of Service Records, if known ______

SEC. XV. CIA TRAINING

List the training courses or subjects you have taken while in the CIA.

Course or Subject	(from) Dates (to)	Hours

SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above. (Military Service-19 May 41-5 Nov 43, 29 Nov 46-8 Oct 49, [illegible] Total [illegible])

Considerable study in Applied Psycology, Criminology, and Criminal Investigative Techniques. Delivered over 1500 hours of lecture on these subjects. Two (2) years experience in supervising an investigative type laboratory which specialized in document examination. Number of personnel, five (5). Two (2) years experience as Special Agent, CIC. Total of Six (6) years in CIC. Highest rank, Master Sergeant

Permanent MOS 1301

One (1) year experience with S-2 section, Combat Intelligence, Interpertation and Evaluation of Information.

[illegible] Years of general military training with emphasis on communications, [illegible] (Horse), Infantry, Parachute Troops, Tank Destroyers, & Field Artillery.

DATE 3 April 53 SIGNATURE [signature]

14-00000

CERTIFICATE OF ATTENDANCE

I certify that on MAR 30 1953 (DATE) I have attended the Agency Indoctrination Course specified by Regulation 25-1.

Herman E. Kimsey (NAME)

FORM NO. 51-121
DEC 1951

(6)

14-00000

STANDARD FORM 61 (REVISED AUGUST 1951)
PROMULGATED BY CIVIL SERVICE COMMISSION
FEDERAL PERSONNEL MANUAL

APPOINTMENT AFFIDAVITS

IMPORTANT.—*Before swearing to these appointment affidavits, you should read and understand the attached information for appointee*

CIA
(Department or agency) (Bureau or division) (Place of employment)

I, Herman E. Kimsey do solemnly swear (or affirm) that—

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

23 March 1953
(Date of entrance on duty)

Herman E. Kimsey
(Signature of appointee)

Subscribed and sworn before me this 23rd day of March, A. D. 19 53.

at Washington D.C.
(City) (State)

[SEAL]

(Signature of officer)

5 USC 16 & 16a
(Title)

NOTE.—*If the oath is taken before a Notary Public the date of expiration of his commission should be shown.*

16—50180-9

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly. ~~Hotel Vivian 1763 "G" St. N.W.~~

1. PRESENT ADDRESS (street and number, city, and State)
Hotel Vivian, 1763 "G" St. N.W. Washington, D.C.

2. (A) DATE OF BIRTH
11 Dec. 1916

(B) PLACE OF BIRTH (city or town and State or country)
Gallup, New Mexico.

3. (A) IN CASE OF EMERGENCY PLEASE NOTIFY
W.S. Lineberger

(B) RELATIONSHIP
Brother in Law

(C) STREET AND NUMBER, CITY AND STATE
Box 185 McCloud, Calif.

(D) TELEPHONE NO.
Yes

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (EITHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS? ☐ YES ☒ NO
If so, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP	MARRIED	SINGLE (Check one)
		1. 2. 3.			
		1. 2. 3.			
		1. 2. 3.			

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO
5. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X	
6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? *If your answer is "Yes", give details in Item 10.*		X
7. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? *If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional disability, or by reason of voluntary or involuntary separation after 5 years' service; amount of retirement pay, and under what retirement act; and rating, if retired from military or naval service.*		X
8. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT HAVE YOU BEEN DISCHARGED, OR FORCED TO RESIGN, FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION? *If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.*		X
9. HAVE YOU BEEN ARRESTED (NOT INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED $25 OR LESS, OR FORFEITED COLLATERAL OF $25 OR LESS) SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT? *If your answer is "Yes", list all such cases under Item 10. Give in each case: (1) The date, (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken*		X

10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS

ITEM NO.	WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY

INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointment.

This form should be checked for holding of office, pension, suitability in connection with any record of recent discharge or arrest, and particularly for the following:

(1) *Identity of appointee.*—It is the duty of the appointing officer to guard against impersonation and to determine beyond reasonable doubt that the appointee is the same person whose appointment was authorized. The appointee's signature and handwriting are to be compared with the application and/or other pertinent papers. If the appointee qualified in a written examination, the signature on this form should be compared with the signature on the declaration sheet, which was signed in the examination room. His physical appearance may be checked against the medical certificate. The appointee may also be questioned on his personal history for agreement with his previous statements.

(2) *Age.*—If definite age limits have been established for the position, it should be determined that applicant is not outside the age range for appointment. Until such determination is made, the appointment may not be consummated.

(3) *Citizenship.*—The appointing officer is responsible for observing the citizenship provisions of (1) the Civil Service Rules and (2) appropriation acts. Form 61 constitutes an affidavit for both purposes and is acceptable proof of citizenship status in the absence of conflicting evidence. In doubtful cases the appointment should not be consummated until clearance has been secured from the certifying office of the Civil Service Commission.

(4) *Members of Family.*—Section 9 of the Civil Service Act provides that whenever there are already two or more members of a family serving under probational or permanent appointment in the competitive service, no other member of such family is eligible for probational or permanent appointment in the competitive service. The appointments of persons entitled to veteran preference are not subject to this requirement. The members of family provision does not apply to temporary appointments. Doubtful cases may be referred to the appropriate office of the Civil Service Commission for decision.

U. S. GOVERNMENT PRINTING OFFICE 16—56190-5

14-00000

STANDARD FORM 144
JANUARY 1957
U. S. CIVIL SERVICE COMMISSION
FPM CHAPTERS [illegible]

STATEMENT OF PRIOR FEDERAL AND MILITARY SERVICE

IMPORTANT: The information on this form will be used in determining creditable service for *leave purposes* and retention credits for *reduction in force*. The employee should complete Part I and the Personnel Office should complete Parts II through IV.

PART I.—EMPLOYEE'S STATEMENT

1. NAME (*Last, first, middle initial*): Kimsey, Herman E.

2. DATE OF BIRTH: 11 Dec 1916

3. LIST THE FOLLOWING INFORMATION CONCERNING ALL FEDERAL AND DISTRICT OF COLUMBIA SERVICE YOU HAVE HAD PRIOR TO YOUR PRESENT APPOINTMENTS (*Do not include military service.*)

NAME AND LOCATION OF AGENCY	FROM— YEAR	MONTH	DAY	TO— YEAR	MONTH	DAY	TYPE OF APPOINTMENT IF KNOWN
U.S. Forest Service	1937	June	1	1937	Oct	10	
U.S. Forest Service	1940	May	14		Oct.	15	See attached for 1945-46
U.S. Forest Service	1945		28		Mar	15	
U.S Forest Service	1946		3			27	
						28	
CIA	53	Mar	23				

4. LIST PERIODS OF SERVICE IN ANY BRANCH OF THE ARMED FORCES OF THE UNITED STATES. IF YOU HAD NO MILITARY SERVICE, WRITE "NONE."

BRANCH	FROM— YEAR	MONTH	DAY	TO— YEAR	MONTH	DAY	DISCHARGE (Hon. or dishon.?)
Army	1941	May	19		Nov	29	Hon.
Army	1946	Nov	29		Oct	8	Hon
Army	1950	Jan	5		Mar	23	Hon

5. DURING PERIODS OF EMPLOYMENT SHOWN IN ITEM 3, DID YOU HAVE A TOTAL OF MORE THAN 6 MONTHS ABSENCE WITHOUT PAY, INCLUDING PERIODS OF MERCHANT MARINE SERVICE, DURING ANY ONE CALENDAR YEAR? [x] YES [ ] NO
IF ANSWER IS "YES," LIST FOLLOWING INFORMATION.

TYPE IF KNOWN (LWOP, Furl, Susp, AWOL, Mer Mar)	FROM— YEAR	MONTH	DAY	TO— YEAR	MONTH	DAY	TOTAL YEARS	MONTHS	DAYS
Furlough	1939	Oct	1		May	1		7	

6. DURING THE FEDERAL SERVICE LISTED IN ITEM 3, DID YOU ACQUIRE A PERMANENT COMPETITIVE CIVIL SERVICE STATUS?
[ ] YES [x] NO
(*If answer is "Yes," in what agency were you employed at the time status was acquired?*)

7. ARE YOU:
A. THE WIFE OF A DISABLED VETERAN? [ ] YES [ ] NO
B. THE MOTHER OF A DECEASED OR DISABLED VETERAN? [ ] YES [ ] NO
C. THE UNREMARRIED WIDOW OF A VETERAN? [ ] YES [ ] NO

PART II.—THIS COLUMN IS FOR PERSONNEL OFFICE USE

9. RETENTION GROUP

10. CSC STATUS (*For permanent employees only*) [ ] YES [ ] NO

11. SERVICE

YEAR	MONTH	DAY
	4	10
	4	27
	11	24
	4	24

SCD 8/7/42

YEAR	MONTH	DAY
2	5	11
2	10	9
3	2	18

12. TOTAL SERVICE 10 [illegible] 20

13. NONCREDITABLE SERVICE (*Leave purposes only*):

14. NONCREDITABLE SERVICE (*RIF purposes only*):

15. REEMPLOYMENT RIGHTS [ ] YES [ ] NO

16. RETENTION RIGHTS [ ] YES [ ] NO

17. EXPIRATION DATE OF RETENTION RIGHTS

8. TO BE EXECUTED BEFORE A NOTARY PUBLIC OR OTHER PERSONS AUTHORIZED TO ADMINISTER OATHS.
I swear (or affirm) that the above statements are true to the best of my knowledge and belief.

23 March 53 (DATE) — Herman E. Kimsey (SIGNATURE)

Subscribed and sworn to before me on this 23 day of March (MONTH) 1953 at Wash D.C. (CITY) (STATE)

SEAL

[signature]

NOTE: If oath is taken before a Notary Public, the date of expiration of his Commission should be shown.

(OVER)

PART III.—DETERMINING CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR LEAVE PURPOSES

	YEARS	MONTHS	DAYS
TOTAL SERVICE (*Item 12*)			
NONCREDITABLE SERVICE (*Item 13*)			
CREDITABLE SERVICE (*Leave purposes*)			

ENTRANCE ON DUTY DATE (*Present agency*)	53	3	27
LESS CREDITABLE SERVICE (*Leave purposes*)	10	3	08
SERVICE COMPUTATION DATE (*Leave purposes*)	42	12	3

PART IV.—DETERMINING CREDITABLE SERVICE AND SERVICE COMPUTATION DATE FOR REDUCTION IN FORCE PURPOSES

(To be completed only in those cases when the amount of creditable service for reduction in force purposes differs from the amount creditable for leave purposes)

	YEARS	MONTHS	DAYS
TOTAL SERVICE (*Item 12*)			
NONCREDITABLE SERVICE (*Item 14*)			
CREDITABLE SERVICE (*RIF purposes*)			

ENTRANCE ON DUTY DATE (*Present agency*)			
LESS CREDITABLE SERVICE (*RIF purposes*)			
SERVICE COMPUTATION DATE (*RIF purposes*) (*Enter as the "service computation date" on the employee's "Service Record Card," SF-7*)			

REMARKS

14-00000

CONFIDENTIAL

SECURITY INFORMATION

SECURITY APPROVAL

Date: 6 Feb. 1953

TO: Chief, Covert Personnel Division

FROM: Chief, Security Division

TSS-145

Your Reference: I-2594

Case Number: 71129

SUBJECT: KINSEY, Herman Edward

1. This is to advise you of security action in the subject case as indicated below:

[x] Security approval is granted the subject person for access to classified information.

[ ] Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.

[ ] The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of paragraph H of Regulation 10-9

2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

3. Subject is to be polygraphed as part of the E.O.D. procedures.

E. P. Geiss

CONFIDENTIAL

FORM NO. 38-101
FEB 1952

14-00000

14-00000

[illegible]

CHRONOLOGICAL RECORD OF EMPLOYMENT FOR PAST 15 YEARS. ACCOUNT FOR ALL PERIODS [illegible] INCLUDE ANY PERIOD OF UNEMPLOYMENT. GIVE ADDRESSES AND STATE WHAT YOU DID DURING PERIOD OF [illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

14-00000

[illegible]

14-00000

[illegible]

14-00000

14-00000

RECORD OF
PREVIOUS GOVERNMENT
SERVICE RETURNED TO
FEDERAL RECORDS CENTER IN
ST. LOUIS, MO.

DATE ~~Sept. 1962~~
Sept. 1963